GB.268/PFA/6/1
(Issued as Supplement
to Report II to the 85th Session
of the International Labour Conference)

International Labour Organization

The Director-General's

PROGRAMME AND BUDGET PROPOSALS FOR 1998-99

January 1997
Geneva

Best copy available

INTERNATIONAL LABOUR OFFICE

Governing Body

GB.268/PFA/6/1
268th Session

Geneva, March 1997

Programme, Financial and Administrative Committee

PFA

Sixth item on the agenda

The Director-General's

PROGRAMME AND BUDGET PROPOSALS FOR 1998-99

Contents

Director-General's preface 1

Introduction 3

Summary tables

Proposed expenditure budget by major programme (in US dollars) 17

Regular budget estimates and analysis of increases and decreases by major programme 18

Draft Budget of Expenditure and Income for 1998-99 19

10 International Labour Conference

20 Governing Body

30 Major regional meetings

40 General management

50 International labour standards and human rights

50.1 Departmental management

Coordination of international labour standards and field activities

50.2 Application of standards

Supervision of the application of standards

Active partnership policy and the application of standards

50.3 Freedom of association

Supervision of ILO standards and principles

Promotion of standards and principles on freedom of association

50.4 Discrimination and forced labour

Supervision of the application of standards

Ratification and implementation of fundamental ILO standards

General human rights coordination

50.5 Standard-setting policy and information

Standard-setting policy and preparation of standards

Legal information services for the supervisory system

60 Employment and training

60.1 Departmental management

60.2 Employment and labour market policies

Globalization and employment policy

Labour market information and policies

Follow-up to the World Summit for Social Development

60.3 Training policies and systems

Training policy analysis and development

Organization and management of training systems and institutions

Innovative approaches and methods for flexible training delivery

60.4 Migration for employment

60.5 Vocational rehabilitation

Employment of workers with disabilities

Drug and alcohol abuse at the workplace

65 Enterprise and cooperative development

65.1 Departmental management

Social dimensions of enterprise finance

65.2 Entrepreneurship and management development

Entrepreneurship and small enterprise development

Management development and productivity

65.3 Hotels and tourism

65.4 Cooperatives

75 Turin Centre

80 Industrial relations and labour administration

80.1 Department management

80.2 Labour law

80.3 Industrial relations

80.4 Labour administration

Development of labour administration

Labour inspection

Employment services

85 Multinational enterprises

90 Working conditions and environment

90.1 Departmental management

Child labour

International Programme on the Elimination of Child Labour (IPEC)

Environment, sustainable development and the world of work

90.2 Occupational safety and health

Policies for occupational safety and health

Accident prevention and ergonomics

Occupational respiratory diseases and work-related disorders

Chemical safety and occupational hygiene
Occupational safety and health information services

90.3 Conditions of work
Workers' dignity and equality
Workers' protection and organizational effectiveness
Working time

100 Sectoral activities
Technical and relations work
Sectoral meetings
Support to sectoral meetings
Follow-up to sectoral meetings

110 Social security
Planning, development and standards
Financial, actuarial and statistical services

120 Statistics
Development of labour statistics
Data collection and dissemination

125 Development policies
Policies for job creation
Employment and organization of women and excluded social groups
Job creation, poverty alleviation and population policy

130 International Institute for Labour Studies

140 Equality for women

145 Interdepartmental activities
Programme Flexibility Reserve
ILO Social Forum
Enhancing the usefulness to constituents of ILO databases

160 Personnel
160.1 Departmental management
160.2 Personnel planning and staff movements
Staff prospection and recruitment
Administration of staff movements
Classification and performance appraisal
Technical cooperation personnel services
160.3 Personnel administration
Staff relations and regulations
Entitlements, salaries and pensions
Health insurance
Compensation
160.4 Staff training and human resources development
160.5 Personnel information management
Personnel Information and Payroll System (PERSIS)
Personnel records

170 Financial services
170.1 Treasurer and Financial Comptroller
170.2 Budget and finance
170.3 Treasury and accounts

175 Internal administration
Building
Internal and security services
Travel services
Office purchasing and supply
Technical cooperation equipment procurement and subcontracting
Records management and communications

180 Publications
International Labour Review
Editorial development and management
Book production, marketing and sales administration

185 Information technology and communications

190 Library and documentation
Client services
Information acquisition and processing

200 Programming and management
Programme planning and coordination
Management advisory services
Evaluation
Internal audit

210 Legal services

220 Relations, meetings and document services
220.1 Departmental management
220.2. Official relations
Organization and servicing of meetings
Interpretation services
Official correspondence
220.3 Official documentation
Language services
Terminology and reference
220.4. Document production and distribution
Text processing
Internal printing
External printing and proof-reading
Distribution

225 Employers' activities
Relations with employers' organizations
Assistance to employers' organizations

230 Workers' activities
Relations and general workers' education
Workers' organizations and the global economy
Child labour
New technologies and trade union work
Informal sector, home work and contract labour

235 Public information

240 International relations
240.1 Relations with intergovernmental and non-governmental organizations
240.2 Liaison Office with the United Nations, New York

245 Active partnership and Technical Cooperation

250 Field programmes in Africa

Priorities and objectives

Combating poverty through employment promotion

Protection of workers' rights

Protection of human rights, social dialogue and international labour standards

250.1 Regional management

250.2 Regional technical programmes

250.3 Relations, service and support

250.4 Network of offices

260 Field programmes in the Americas

Priorities and objectives

Promotion of democracy in a new economic and social context

Expansion of productive employment and the reduction of unemployment

Improving working conditions and social protection

260.1 Regional management

260.2 Regional technical programmes

260.3 Relations, service and support

260.4 Network of offices in Latin America and the Caribbean

260.5 The Washington Branch Office

265 Field Programmes in Arab States

Priorities and objectives

Poverty alleviation and employment promotion

Promotion of democracy, human rights and social dialogue

Working conditions and social protection

265.1 Regional management

265.2 Regional technical programmes

265.3 Relations, service and support

270 Field programmes in Asia and the Pacific

Priorities and objectives

Employment and poverty alleviation

Workers' protection

Promotion of human rights, democracy and international labour standards

270.1 Regional management

270.2 Regional technical programmes

270.3 Relations, service and support

270.4 Network of offices

280 Field programmes in Europe and Central Asia

Priorities and objectives

Labour legislation reform and international standards

Social security reform

Local labour market restructuring and small enterprise development

Labour administration, labour relations and tripartism

Safety and health

Support for workers' organizations

Support for employers' organizations

280.1 Regional management, relations and support

280.2 Regional technical programmes

280.3 Network of offices

290 Other budgetary provisions

295 Unforeseen expenditure

296 Working Capital Fund

Information Annexes

1. Schedule of established posts
2. Detailed resource data by major programme
3. Details of cost increases

4A. Breakdown by appropriation line and by object of expenditure (in constant 1996-97 dollars)

4B. Breakdown by appropriation line and by object of expenditure (recosted)

5. Breakdown by appropriation line and by main sources of funds
6. Breakdown by means of action (at 1996-97 cost rates)
7. RBTC appropriations by major programme (in constant 1996-97 dollars)
8. Staff resources, in work-years, by appropriation line
9. Schedule of meetings for the biennium 1998-99
10. Illustrative charts concerning proposed resource levels

Preface

At the beginning of the 1990s, the ILO embarked on a series of reforms to ensure its continuing relevance and effectiveness. This approach gave rise to the active partnership policy which brought the Organization closer to its constituents and strengthened dialogue and cooperation with them. That policy encouraged member States to examine in collaboration with the ILO their programmes and priority needs, such an assessment being essential for the design of economic and social policy and development programmes. This reform, which has met with widespread approval, will be evaluated in depth in 1997 and the findings of this evaluation should assist the effective implementation of this policy in the biennium 1998-99.

Globalization and the various forms this takes — including regional integration, growing trade liberalization and the increasingly influential role of world summits and major international conferences — has caused the Organization to redefine its strategy and take up the question of the social dimensions of these issues at the international level. It has undeniably made its voice heard and so provided further proof of its relevance. There is scope for some satisfaction that its advice has been called for at several major international meetings, thus confirming the continuing relevance of its mandate.

Efficiency and the need to produce results are a major concern in this Programme and Budget. The description of programme activities seeks to identify the problems and needs of constituents, specify the objectives likely to overcome them and highlight the contributions the Office might make to attain these objectives. It goes without saying that success in the field of social justice cannot be measured in the short term, and the problem of child labour is not going to disappear by the end of the 1990s. But what can we reasonably hope to achieve by the end of this century? The replies to this question are to be found in the description of activities under the various programmes, but it would also be appropriate to highlight some of them at this point.

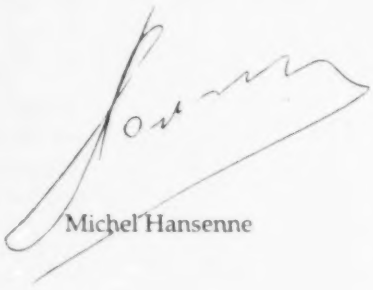
Standard-setting activities should result in a significant improvement in the respect of international labour Conventions concerning workers' fundamental rights. This improvement will be measured in terms of the increase in the number of ratifications of these instruments and also by the improved application of the provisions concerning vital issues such as freedom of association, the right to collective bargaining, non-discrimination and the abolition of forced labour. The Committee of Experts for the Application of Conventions and Recommendations will prepare an objective assessment of the results obtained.

The progress achieved in the area of social dialogue and industrial relations will be judged by the concerned employer and worker organizations; indeed, they will be able to assess to what extent the support received from the Office, in various forms, helps to strengthen their ability to serve their members and to what extent measures are being taken to encourage their involvement in economic and social policy discussions. Furthermore, the activities envisaged to follow up the World Summit for Social Development should in general result in the preparation of national policies giving priority to job creation and the alleviation of poverty, as well as their actual implementation.

There is already some evidence of the changes brought about by the implementation of the International Programme for the Elimination of Child Labour (IPEC), in so far as many countries affected by this major problem are now seeking to address it. Significant progress may be expected in the biennium 1998-99, especially with respect to the eradication of the most dangerous and intolerable forms of child exploitation.

The effectiveness of the ILO's action very much depends upon whether the Organization's constituents have access to its vast wealth of labour information and experience built up over the years. In this respect, the biennium 1998-99 will be something of a revolution; technological progress will allow all the Organization's constituents to benefit directly from this vast source of information, which is only relevant to them if it is easily accessible and usable. In future, they will be able to obtain information within their own institutions, and without leaving their countries.

It is expected that this revolution will significantly consolidate the ILO's role as a centre of excellence and reference in the field of employment and labour and improve its ability to provide services to constituents in the member States.
We shall seek to analyse the influence and impact of all our means of action and programmes in a systematic and objective way, in order to make them better known and share the findings. This approach constitutes a further important reform which will provide the Organization with increased transparency and greater credibility.
For a number of years, the Office has reacted positively to the budgetary constraints encountered by a large majority of its member States. Its first step was to impose stringent financial management, by restructuring and organizational change in order to generate productivity gains and measures to reduce operational expenditure. These resulted in savings associated with the rationalization of the functioning of meetings and the organization of the Office and the introduction of new practices of decentralized management. This policy will be applied even more rigorously in the biennium 1998-99 because the level of the proposed Programme and Budget is considerably below zero real growth, although the number of member States and the services sought from the Organization are constantly on the increase.
I remain confident that the Organization and its constituents will be able, at the end of 1999, to provide evidence of striking progress towards the goal of social justice.



15 January 1997

Michel Hansenne

Introduction

1. The activities for the biennium 1998-99 described in these proposals will constitute the culmination of the ILO's work throughout the present century, which has witnessed its creation and gradual transformation into a universal international organization, the development of a comprehensive body of international labour Conventions and Recommendations, its confirmation as the major international centre of reference for labour matters, and the establishment of a substantial programme of technical cooperation and advisory activities.

2. Notwithstanding these achievements the ILO must seek more than ever to provide sustained proof of its relevance and usefulness to its constituents; indeed, these proposals have been prepared against a background of serious major economic and social problems throughout the world. The social situation continues to be dominated by high levels of unemployment in the industrialized countries, and even higher levels in many developing countries. Poverty is still widespread in many member States. Although trade liberalization following the Uruguay Round offers hopes of economic growth driven by increased trade, the ILO must remain attentive to the impact of the changes associated with such liberalization on workers' rights. The process of transition to a market economy in many parts of the world continues to encounter many obstacles, as indicated in *World Employment* 1996-97; the ILO can contribute to overcoming these obstacles by working to strengthen social dialogue, systems of industrial relations and tripartism. Although democracy is accepted in many member States to a degree that would have been inconceivable ten years ago, democratic institutions, including employers' and workers' organizations, need continued support to ensure that it survives in the face of these difficulties. Workers' protection remains a key issue in view of the rapid structural and technological changes resulting from the drive towards increased competitivity; these changes require constant adaptation to ensure adequate occupational safety and health measures at the workplace.

3. The proposals have also been prepared in the light of the continued pressure on organizations of the United Nations system to seek to improve their effectiveness in providing services to member States, their internal efficiency in providing these services at minimum cost, and the reform of their decision-making processes. The ILO has been engaged in a process of reform in the last eight years and these proposals constitute a further progression in this direction. In particular, they imply a consolidation of the reforms of ILO meetings, including the Conference and regional meetings, agreed by the Governing Body in November 1995. They also reflect the discussion in the Governing Body in 1996 concerning the rationalization of the structure of ILO external offices, and the need to strengthen internal oversight.

4. The process of preparing these proposals for the biennium 1998-99 has been characterized by a greater measure of formal consultation between the Office and the Governing Body than ever before. In March 1996, the Governing Body discussed the Preliminary consultation document[1] submitted to it by the Director-General. This was followed by discussion of a second paper[2] in November 1996 when the Programme, Financial and Administrative Committee was invited to furnish the Office with guidance regarding the choice of action programmes, technical meetings and research items to be included in the proposals in the biennium 1998-99. Both these discussions elicited a wide range of useful and substantive comments relating to the many technical fields in which the ILO does its work. They also revealed a significant measure of consensus on certain strategic choices for ILO activities in the next biennium. In finalizing these proposals the Office took careful account of the various views and preferences expressed in the Committee.

5. In particular, account has been taken of the wishes expressed by several members of the Governing Body that the overall level of the budget should be restrained. Accordingly, the real level of the proposed budget for the biennium 1998-99 is $21.7 million, or 3.75 per cent, below the approved level for the biennium 1996-97. Cost increases associated with inflation and statutory entitlements have been contained to a minimum and amount to some 2 per cent. At the exchange rate prevailing as these proposals were finalised in late December 1996 (1.33 Swiss Francs to the dollar) the overall level of the budget of expenditure would amount to some $520 million (it being understood that the final exchange rate is to be fixed by the Conference in June 1997 on the recommendation of the Finance Committee). If the exchange rate were to remain at 1.33 Swiss Francs to the dollar the nominal level of the Programme and Budget would imply a reduction of some $59.5 million (10 per cent), in comparison with the approved Programme and Budget for 1996-97.

Strategic orientations and priorities

6. The three major objectives of the ILO remain: support to democracy and fundamental workers' rights; promoting employment and combating poverty; and protecting working people. In order to contribute to the achievement of these goals in member States, the Office must seek to be:

- a centre of excellence and reference in the field of employment and labour, whose work is regarded as authoritative at the international level;
- the focus for the elaboration, implementation and supervision of workers' rights, with emphasis on respect for the fundamental rights of workers in the globalized economy; and

[1] GB.265/3.
[2] GB.267/PFA/8/1.

- an organization offering services to all its constituents in member States, taking due account of the differing and changing environments faced by constituents.

Operational programmes at headquarters and in the regions

7. The ILO's operational programmes include all the technical major programmes, the employers' and workers' activities programmes and the regional programmes. The recurrent activities of these major programmes largely consist of the provision of services to constituents, collecting and analysing information, usually for publication in an appropriate form, and the ongoing study of trends and developments in various labour-related fields in order to ensure that the ILO is regarded as a centre of excellence and reference. They also include support to technical cooperation projects, and collaborative work with the multidisciplinary advisory teams, in particular with regard to the definition of country objectives in consultation with constituents, and follow up action. Recurrent activities also include the preparation of new or revised instruments for discussion in the Conference, and activities to promote the wider observance of existing international labour standards. These major programmes are also responsible for the preparation of reports and documentation for the Conference, the Governing Body and its committees, as well as the preparation of contributions to major conferences and meetings. Many of these recurrent activities, particularly those involving advisory services to constituents in member States, cannot by their nature be planned in detail at this stage. The description of activities under each major programme heading therefore focus mainly on what can be programmed in advance, including in particular research work and action programmes. However, it should be borne in mind that these activities represent only a limited part of the operational activities of the ILO.

The active partnership policy and technical cooperation

8. The operational programmes at headquarters and in the regions, together with constituents, implement the active partnership policy. They identify constituents' needs, establish country objectives in consultation with them, design programmes to attain those objectives, implement technical cooperation and provide the technical advisory services requested.

9. Technical cooperation will continue to be one of the most important means of action for dealing with such problems and needs, especially in countries in transition and developing countries. Taking account of the resolution adopted by the Conference concerning technical cooperation in 1993, and discussions in the Governing Body Committee for Technical Cooperation, a resource mobilization strategy will be implemented to secure adequate extra-budgetary resources. This strategy will be designed to raise awareness of the ILO's values and expertise among donor agencies, expand policy dialogue and collaboration with development partners and market ILO technical cooperation projects and programmes. Efforts will be made to broaden the current donor base in terms of both the number and type of donors. Technical cooperation opportunities will be pursued in all fields of ILO technical activity, and it is also intended, as reflected in the present proposals, to:

- launch a new International Programme on More and Better Jobs for Women — for details see major programme 140;
- establish a new International Small Enterprise Programme (ISEP) — see major programme 65;
- establish an ILO Global Programme on Occupational Safety, Health and Environment — see major programme 90; and
- augment the volume of activities to be carried out in the context of the existing International Programme on the Elimination of Child Labour (IPEC) — see major programme 90.

10. It is anticipated that these activities — and indeed technical cooperation activities in many other fields — will be financed through collaboration with multi-bilateral donor agencies, development banks and other institutions. The ILO will also continue to collaborate with UNDP, in particular in order to implement United Nations system support for policy and programme development (SPPD) and United Nations system support for technical services at the project level (STS), the successor arrangements to the facilities previously known as SPPD and TSS2.

Support to democracy and fundamental workers' rights

11. During the biennium 1998-99 the ILO will continue to encourage the consolidation of democracy and respect for fundamental workers' rights through international labour standards and the promotion of tripartism and dialogue among the social partners. In order to highlight the importance and commitment that the ILO attaches to the promotion of fundamental workers' rights, the Director-General proposes to convene an ILO Social Forum. This Forum would focus on the promotion of international labour standards concerning these rights and be attended by representatives of government agencies, employers' and workers' organizations. The participation is also envisaged of interested parliamentarians and representatives of non-governmental organizations.

12. The World Summit for Social Development reaffirmed the ILO's role in promoting respect for international labour Conventions and particularly those concerning fundamental workers' rights. As a result the Director-General launched a campaign to promote Conventions on freedom of association, forced labour, child labour and discrimination. In the biennium 1998-99 a particular effort will be made to encourage the ratification of these Conventions by countries which have indicated their intention or wish to ratify or, where they have already been ratified, to promote their full implementation. Moreover, in order to improve the efficiency of ILO work on fundamental human rights, responsibility for all Conventions

dealing with forced labour and migrant workers is to be transferred from programme 50.2 (Application of standards) to programme 50.4 which will now be called the Discrimination and forced labour programme; all work on freedom of association remains in programme 50.3.

13. The Office will implement the decisions taken by the Governing Body after discussions in its Working Party on Policy regarding the Revision of Standards and in the Committee on Legal Issues and International Labour Standards. As a result of these decisions, reports will be requested in 1998 from governments of all States that have not ratified Conventions Nos. 87 and 98, and in 1999 from all those that have not ratified Conventions Nos. 100 and 111. These reports are in addition to the regular general surveys on migration and tripartite consultation which will be carried out under article 19 of the Constitution during the biennium.

14. During the biennium, proposals will be developed for an improved system for the Governing Body to identify and decide on future topics for standard setting. This will be based on an updated inventory, or "portfolio", of topics to be developed on the basis of inputs from the constituents through different channels, including the multidisciplinary teams. Another key element in ILO work on standards will be to follow up the recent discussions on ways to strengthen the supervisory mechanisms in relation to fundamental workers' rights. The Office will carry out the necessary work to support discussions in the policy-making organs on these questions.

Assistance to employers' and workers' organizations

15. A vital component of the ILO's work in the field of tripartism is the range of activities to assist the establishment and development of strong and independent employers' organizations able to play an active role as representative institutions in democratic societies. Support for the establishment and development of employers' organizations in countries that have recently undergone major political change will continue, and an international symposium will be held to discuss the future of employers' organizations in the light of developments and trends in the needs of enterprises.

16. Activities will be undertaken to strengthen representative, independent and democratic trade unions and to enhance their capacity to participate effectively in tripartite dialogue with a view to promoting workers' rights. A series of national and subregional seminars will be organized on labour standards of particular importance to trade unions, such as those on forced labour, freedom of association, discrimination, child labour and tripartite consultation. A publication outlining the contents of certain Conventions, including relevant references to the findings of the Committee of Experts and the Committee on Freedom of Association, will be prepared and translated into local languages. An interregional seminar for trade union organizations from developing countries will discuss ways to improve the application of international labour standards and to strengthen the effectiveness of the ILO's supervisory mechanism. In addition, an international symposium will discuss how trade unions might assist workers in the informal sector.

Strengthening industrial relations systems

17. Activities to assist constituents to develop effective social dialogue will be considerably strengthened, including those designed to strengthen employers' and workers' organizations at the national level. The resources under major programme 80 are to be substantially increased and the major programme reorganized with a separate industrial relations programme which will permit a more focused approach to the problem of industrial relations in member States — a vital area as regards economic and social development, and structural adjustment.

18. Efficient systems of industrial relations and labour administration are particularly critical in countries that have recently embarked upon the process of democratization. One of the major aims of work in the biennium 1998-99 will be the strengthening of social dialogue among the tripartite constituents with a view to achieving greater economic efficiency and social justice, in particular by developing industrial relations systems that strengthen democracy and enable the social partners to participate in the formulation and implementation of economic and industrial policies. A new activity will be the creation of an Industrial Relations Information network (IRNET) which will promote widespread dissemination of technical information on industrial relations.

19. The process of democratization implies that the concerned authorities at the national level need to review and reform their labour legislation in order to ensure adequate protection for the basic workers' rights that underpin democracy. In this process ILO assistance will mainly take the form of: advisory services concerning the drafting and revision of labour laws; consultations with employers and workers and their organizations regarding existing laws and their aspirations for the future; the provision of information and advice to national legislative policy-makers; and participation in tripartite discussions on the revision of labour law. Guidelines on labour legislation will be elaborated as a tool to guide the revision of existing labour legislation or the drafting of new legal texts.

20. The nature of collective bargaining, which is an important part of social dialogue, has been changing. Greater emphasis is now being placed on cooperative negotiations to identify gains that are beneficial to both parties. An action programme to be implemented in collaboration with the Turin Centre will develop training materials for union and management representatives and will cover cooperative bargaining in general, negotiating techniques on problem-solving and bargaining for mutual gains in particular, as well as newly emerging subjects, including technological change and the organization of production.

21. The process of regional economic integration currently in progress in various regions of the world is leading to harmonization in several areas of national law and practice, including industrial relations. An

action programme will analyse this process of harmonization and the industrial relations machinery that has been established at the regional level. This work should help countries in the early stages of regional integration to assess the potential contribution of industrial relations and what form it should take.

22. The Office will continue to support and follow up the discussions in the Governing Body on the social dimensions of the liberalization of international trade by conducting any research that is required. To the extent that such research cannot be programmed in advance, it may be financed from the Programme Flexibility Reserve shown under major programme 145, after prior authorization of the Governing Body. Apart from this general provision, it is proposed to respond to a suggestion made at the meeting of the Working Party in November 1996 by preparing a study on the relationship between the implementation of core labour standards in developing countries and economic growth. The study, of which details are given under major programme 60 (Employment and training), will be based on case studies in selected countries.

Promoting employment and combating poverty

Employment and structural adjustment

23. The problem of unemployment remains very serious in many member States. It has been estimated that approximately 30 per cent of the global workforce are unemployed or underemployed. Even among the high-income OECD countries at least 34 million people are unemployed and in the European Union as a whole, unemployment now averages over 11 per cent of the workforce. Current levels of unemployment are neither politically nor socially sustainable, and in 1996 the Conference again emphasized the commitment of the ILO to encourage efforts at the national level to resolve the related problems of unemployment, social exclusion, and the increasing number of the "working poor", whose job fails to pay a living wage.

24. The World Summit for Social Development (Copenhagen, March 1995) endorsed the key role of the ILO in addressing the problems of poverty and unemployment. In continuing action to follow up the Declaration of the World Summit, for which the ILO is designated as the lead agency, a series of country employment policy reviews will be carried out during the biennium in close consultation with the social partners in countries which have requested or agreed to such reviews and to their implementation. The review exercise will include consultation and advisory missions and the organization of national tripartite seminars, and in the case of certain member States, will also provide a basis for the provision of further assistance on employment issues in the country concerned and in respect of reporting under Convention No. 122. In carrying out the reviews, account will be taken of the relevant discussions in the Committee on Employment and Social Policy of the Governing Body.

25. Other activities arising from the World Summit will include an International Consultative Meeting concerning Follow-up to the World Social Summit which is planned to be held in Geneva in 1999. It is envisaged that this meeting will review the actions taken and the results achieved at the national level, examine the reasons for their success or failure, and identify the constraints inhibiting the economic growth that leads to employment generation. Other international organizations and agencies, including the Bretton Woods institutions, will be invited to participate in this meeting, so that they may assist in the identification of practical measures to support the policy and institutional reforms necessary to promote the goal of full employment. This meeting will also provide an occasion to review the conclusions to be drawn from the country employment policy reviews, and from the other activities described below.

26. In order to ensure a more focused approach to the need to generate employment opportunities, and to realise the higher rates of economic growth essential to social development, a unified major programme has been established to address employment and training policies in a comprehensive manner. Under this major programme, a wide range of advisory work relating to employment policies will be carried out in collaboration with government authorities in member States, the ILO's social partners at the national level, and the multidisciplinary teams in the regions. In support of these recurrent activities, an action programme on globalization, area-based enterprise development and employment will aim to increase awareness among local authorities and employers' and workers' organizations in member States of the benefits of area-based enterprise development programmes for employment generation at the local level. This will be done by reviewing successful experiences concerning: locally driven strategies to attract and retain outside investment; the diversification of local industry; targeted business support services linking local business with global markets; and the role of labour-intensive works programmes.

27. Another action programme will aim to make available to decision-makers, and to the ILO's social partners, methodologies enabling them to assemble, compile and analyse labour market information, and to ensure that they have adequate capacity to implement these methodologies effectively. Guidelines will be prepared on how to use labour market information and assistance will also be provided to several member States for the establishment of pilot "employment and training observatories" for the benefit of administrators, statisticians, employers and workers. A number of research activities to be carried out in the biennium 1998-99 directly relate to employment issues. They concern: the effects of regional groupings on the employment and labour situation; the impact of changes in the pattern of production and services on the creation, disappearance and location of employment; labour market flexibility and employment security, concerning the impact of labour market deregulation on labour standards, tripartite consultation and social benefits; labour market policies for transition economies; and the future of urban employment, particularly through employment creation in the informal sector.

28. Experience has frequently shown that structural adjustment programmes can only be implemented successfully if they are based on a social consensus concerning the need for adjustments, the principal instruments to implement these adjustments and a realistic timetable. Research work is envisaged to examine the recent experience in developing social consensus ahead of major economic decisions, and the role of workers' and employers' organizations in preliminary discussions. This research activity would lead to a report for dissemination to ILO constituents, and to national tripartite workshops in certain countries — to be organized in a joint effort between headquarters departments and the multidisciplinary advisory teams.

29. In carrying out its work programme in a wide range of technical fields in the biennium 1998-99, including employment promotion in particular, the ILO will seek to further develop its relations with the Bretton Woods institutions. There have been a number of high-level contacts between the ILO and these organizations in recent years, of which the Governing Body has been kept informed. These contacts will continue, together with cooperation with the World Bank and the International Monetary Fund at the technical and country levels. Areas of particular emphasis include training for employment, labour-intensive works, the provision of labour codes, the reform of social security and enterprise development. In these fields the ILO will develop technical cooperation projects in cooperation with the World Bank. Throughout its technical and policy dialogue with the Bretton Woods institutions, the ILO will emphasize equity considerations and the need to promote fundamental workers' rights.

Training

30. Training is crucial to the achievement of policy goals to reduce unemployment and improve productivity. The third issue of *World Employment* to be published in 1998 will therefore focus on skills, training and employment in countries at all levels of development. Starting from the premise that training policies have a vital role to play in averting the skill shortages that constrain growth, the report will analyse major issues of policy and institutional reform including: the policy interventions required to correct market failures; the optimal balance between government and private sector provision of training; mechanisms for achieving a better match between the supply and demand for skills; and measures to improve the effectiveness of training-based active labour market policies in enhancing the employment prospects of disadvantaged groups in the labour market.

31. Technical advisory services will be provided to many member States in the field of training policies and the development of training institutions. In order to support these advisory services, and the work of the multidisciplinary advisory teams, several action programmes and research activities will also be implemented. In particular, an action programme on tripartite participation and social dialogue in relation to training will seek to ensure the wider introduction in member States of effective forms of participation in decisions concerning training. A second action programme will address the controversial question of the financing of training systems. Although large enterprises and multinational companies normally have significant training budgets, most medium and small-scale enterprises, particularly in poor countries, cannot afford to train their own employees. The action programme will lead to the preparation of guidelines on financing mechanisms for training; these will be made available to training administrators and employers' and workers' organizations, together with analyses of successful practices identified at the country level.

32. A research activity is envisaged on the changing roles of the State and the private sector in training. The experience in several countries concerning the increased participation of the private sector in training will be examined and assessed in terms of effectiveness and sustainability. This evaluation of successful practices is intended to pave the way for a significant ILO publication on policies and strategies which might be adopted by governments in order to guide and support training programmes of all kinds at the national level. The role of governments may often include the establishment of a regulatory framework to balance distortions inherent in open and decentralized training markets, and the development of mechanisms for the provision of training to socially excluded and vulnerable groups.

Enterprise development and employment

33. The crucial role of enterprises in the creation of meaningful employment opportunities is now widely recognized. The objective of ILO work in this field, the need for which was explicitly endorsed by the Declaration of the World Social Summit, is the design and implementation by constituents at the country level of policies and programmes to promote and facilitate the creation of productive, sustainable and quality jobs in enterprises and cooperatives in both the formal and informal sectors. Most of the ILO's activities in this field will be focused on direct assistance at the country level, through technical cooperation projects and the multidisciplinary advisory teams. To support these country-level activities, three action programmes will be implemented. The first of these, concerning job creation through innovative financial instruments, will be carried out in close cooperation with the European Union and the OECD. This programme will seek to evaluate partnerships between banks, self-help associations and local government authorities, set up with a view to creating jobs at the local level. An action programme on productivity improvement, competitiveness and quality jobs in developing countries will have the objective of promoting the adoption of strategies to improve productivity and national competitivity at the enterprise level, thus facilitating the integration of the countries concerned into the global economy through increased trade, and thus export revenues.

34. A third action programme shown under the Enterprise and cooperative development major programme will address the problems of small and

medium-sized enterprises. It will seek to promote the adoption of policies and programmes aimed at the creation of sustainable and productive jobs in small enterprises. In this action programme new practical tools to support the development of viable small and medium-scale enterprises will be prepared, including guidelines, training and promotional materials. These materials will reflect the need for sound labour relations, decent working conditions, job security and fair treatment, and the promotion of women entrepreneurs, as integral elements of a strategy to promote efficient and competitive small enterprises. In the implementation of this action programme, account will be taken of the discussions in the Conference in 1997 and 1998 on "General conditions to stimulate job creation in small and medium-scale enterprises".

35. It is also proposed to organize a Second Enterprise Forum to bring together entrepreneurs, senior managers, representatives of governments, employers' and workers' representatives, academics and others to discuss various aspects of the role of enterprises in relation to job creation and other social objectives. It is envisaged that there will be full tripartite consultation on the agenda of this Second Forum, which could include subjects such as: job creation in small and medium-sized enterprises; the role of women entrepreneurs; and social initiatives by enterprises.

36. During the biennium, activities will continue to promote the ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy as a framework within which to address the labour and social implications of private foreign investment and the activities of multinational enterprises. The questionnaire for the Seventh Survey on the Effect given to the Tripartite Declaration will be prepared and research undertaken on multinationals and the globalization process.

Poverty and social exclusion

37. In the ILO view, the only effective approach to the alleviation, and eventually the eradication, of poverty is higher rates of employment fuelled by sustained economic growth. However, certain activities envisaged to be implemented in the biennium 1998-99 address the problems of social exclusion and poverty in a more direct manner, particularly under the Development policies major programme for which poverty alleviation is a key objective. In particular, attention will be given to the serious social consequences of high rates of youth unemployment under this major programme. An action programme will be implemented to enhance the knowledge base on policies and programmes to relieve the problem of youth unemployment. It is planned to prepare a practical guide on such policies and programmes for use by ILO constituents and to support ILO advisory services at the country level. A wide range of advisory services, together with activities to support technical cooperation, will continue to be provided to constituents. These will focus on the creation of productive employment opportunities in the construction industry, by the promotion of the development of small-scale contractors, and through the creation of employment opportunities in the public works sector. Member States emerging from situations of armed conflict will continue to be provided with advisory assistance on the development of employment-intensive programmes of rehabilitation and reconstruction; a guide will also be prepared on the design and management of infrastructure programmes at the community level. The support provided to member States will also include assistance in the design of local investment programmes to improve the access of poverty groups to productive resources and basic social services.

38. Work on the complex relationships between poverty and social exclusion will continue in the International Institute of Labour Studies. The Cooperatives programme will carry out operational activities involving the direct alleviation of poverty through extra-budgetary funded projects such as ACOPAM. In order to consolidate the statistical base for ILO action in relation to unemployment and poverty, the Sixteenth International Conference of Labour Statisticians is expected to discuss a new standard (in the form of a resolution) on the concept and measurement of underemployment. Subsequent to the Conference, technical assistance will be provided to member States to promote the wider application of the guidelines to be contained in this standard. The ILO's "Compendium on poverty", a detailed reference work on the statistics of poverty, will again be updated.

Protecting working people

39. The protection of working people remains one of the main objectives in all ILO activities. Several new initiatives are proposed to this effect. One of the most important is the launch of a new ILO Global Programme on Occupational Safety, Health and Environment, which aims to strengthen the capacity of the Office, to mobilize new resources and to support action taken by member States to bring about lasting improvements in occupational safety and health. In particular it sets out to reduce employment accidents and bring about real improvements in the prevention of occupational risks. It is also proposed to promote, through an action programme, the concept of "safety culture" which is defined as an enterprise-level approach that links quality, productivity and occupational safety and health and in which emphasis is placed on sound managerial systems and voluntary action. Another action programme will promote the concept of social initiatives by enterprises; by integrating social considerations into overall business practices such initiatives can contribute to higher levels of productivity and competitiveness, while also improving human resource management, the quality of work and the environment. A new subject area in the safety and health field is the social implications of genetic screening, which raises significant issues related to discrimination and confidentiality. Work will also be done on effective measures to minimize the risks to workers, as well as to the public and the environment, of exposure to, and the use of, biological agents at work.

40. The basic principles of prevention and protection contained in ILO Conventions and Recommendations

dealing with safety and health will be drawn together in a special publication entitled Fundamental Principles of Occupational Health and Safety. The translation of the *Encyclopaedia of Occupational Health and Safety* into French and the technical work of producing it in printed and electronic form will continue. The *Encyclopaedia* will serve as a source for the production of practical ready-to-use publications, electronic multimedia presentations and training materials.

41. The methods used for data collection, the classification schemes used for the recording of occupational accidents and the compilation and publication of statistics on occupational injuries will be considered by a meeting of experts. The report of this meeting will be presented to the 16th International Conference of Labour Statisticians which will be held in 1998.

Working conditions

42. Good working conditions which respect the dignity and equality of workers are an important means of raising productivity and reducing stress-related illnesses. The recently adopted standards on night work, part-time work and home work were designed to address difficult working conditions and hours of work, the problems of vulnerable workers and the exclusion of certain categories of workers from protection. Special information packages will be prepared to publicize the adoption and promote the implementation of these new standards, and a study will be prepared to support the revision of the Maternity Protection Convention (Revised), 1952 (No. 103).

43. Another area of concern for the biennium 1998-99 is violence at work, which is on the increase in many countries and sectors. Workplace violence is a particular threat to women and migrant workers, and can constitute a serious threat to the safety of the enterprise. A methodology will be developed for collecting and analysing statistics on violence at work, and appropriate materials for the purpose of better protecting women, ethnic minorities and migrant workers will be prepared

44. To assist both the Organization and its constituents develop a vision of work for the future and new ways of thinking about meaningful work, an analysis will be made of the linkages between the changing concept of work, strategies and approaches for the improvement of working conditions and the long-term creation of employment. Work will also be undertaken on available options in the field of working time and their social and economic implications, with a view to the adoption of programmes and measures that reconcile the needs of workers and their employers. Particular attention will be given to the impact of flexible working time arrangements on gender division of labour and the relationship between certain safety and health regulations and various working time arrangements.

Labour administration and social security

45. Labour administration systems and ministries of labour have an important role to play in the improvement of working conditions, the settlement and prevention of labour disputes, and the strengthening of social dialogue. Activities in the biennium 1998-99 will centre on the development of effective labour administrations that are capable of adapting to the current radical changes in the world of work, while at the same time safeguarding the protection of workers and social progress. An action programme will provide a methodological framework for determining the most effective methods of organizing and managing labour administrations, and produce guidelines on internal evaluation methods of the services (labour inspection, public employment services, placement of jobseekers, implementation of employment programmes, services to social partners, etc.). Seminars will be organized to promote the Labour Inspection Convention, 1947 (No. 81) and the Labour Inspection (Agriculture) Convention, 1969 (No. 129), as well as to introduce countries to any new instruments which may be adopted by the Conference in 1997 to revise the Fee-Charging Employment Agencies Convention (Revised), 1949 (No. 96).

46. The overall aim of work in the field of social security will be the extension of social protection programmes to achieve the widest possible coverage, both in terms of contingencies and benefits. Activities will also be undertaken to improve the governance, management and efficiency of these programmes with the minimum of disruption to economic performance and individual initiative. An action programme will study the options available to policy-makers as a basis for the design and implementation of old-age pension systems that are adapted to national conditions and take into account the principles embodied in the relevant international labour standards. The ILO's actuarial models for social security pension schemes will be complemented by health financing models and a social budget model. In addition, the Director-General intends to publish a substantive report on the topic of social protection in the next biennium, comparable in importance and readership to *World Employment*.

The elimination of child labour

47. In recognition of the importance attached by member States to the elimination of child labour, there will be a major increase in the resources being devoted to this important social problem. New standards on child labour are expected to be adopted by the Conference in June 1999. An important aspect of ILO action in this respect is its work to enhance awareness at all levels. Regular reports will cover global trends in child labour, and reports and booklets will be prepared on issues such as labelling and corporate conduct. A meeting of experts on labour inspection and child labour will also be convened, to draw attention to the critical role of labour inspectors in combating child labour, identify best practices and approaches and facilitate the sharing of experience in this area. Research will be undertaken to estimate the macroeconomic cost of certain policy measures such as providing universal and free education to all children; providing effective rehabilitation programmes for children who are withdrawn from hazardous work; and establishing an efficient labour inspection system. Special attention will be given to action on extreme forms of child labour. An action

programme will provide practical support in the design of national programmes of action against the most intolerable forms of child labour. Taking account of previous ILO work in this field, the action programme will go beyond awareness-raising and focus on effective enforcement measures that can be carried out by governments in collaboration with employers' and workers' organizations and non-governmental organizations.

48. Operational activities will continue in the context of the International Programme on the Elimination of Child Labour (IPEC), which now covers more than 20 countries with contributions of some $24 million in 1996-97. The objective of IPEC continues to be the progressive elimination of child labour through the strengthening of national capacities and the promotion of a worldwide movement against child labour. The Programme focuses on preventive measures and gives priority to the eradication of the most hazardous and exploitative forms of child labour.

Equality of opportunity

49. Greater equality of opportunity and treatment between men and women in the world of work will remain one of the key aspects of ILO activities during the biennium. To this effect, the Office of the Special Adviser for Women Workers' Questions will be strengthened to provide overall guidance and coordination for ILO programmes and activities in this field.

50. The ILO's main contribution to the follow-up of the Fourth World Conference on Women, held in Beijing in 1995, will be the technical cooperation programme "More and Better Jobs for Women" now being launched. The programme seeks to integrate equality concerns into national policies, programmes and activities. It will also increase awareness of gender inequalities in employment and assist in the establishing and strengthening of tripartite mechanisms needed to address gender equality issues. Emphasis will be placed on both the quantity and quality of jobs. The programme will aim to demonstrate that it is possible to achieve an acceptable and feasible balance between more and better jobs; that more jobs for women does not have to mean less jobs for men; that "better" jobs can benefit both women and men; and that women's productive and remunerative employment helps families, societies and economies.

51. The special problems of women figure prominently in the ILO's work on poverty and exclusion. Activities will include the design of practical policies and programmes for promoting employment and protection of women, increasing the capacity of ILO's tripartite constituents to address the problems of poor working women and promoting the participation of women workers in national tripartite debates and policy dialogue. A special training programme on employment promotion and poverty eradication for disadvantaged women will be developed. Activities related to home work will continue in order to expand new forms of employment for women workers and explore the link between the growth of homeworking and the globalization and delocalization of economic activities. In addition, an action programme will identify the viable strategies for improving the quality of employment of the many women workers in developing countries who are engaged in own-account work, small businesses or new forms of employment relationships.

52. Particular attention will also be paid to entrepreneurial and cooperative training for women. Research will be undertaken on how women entrepreneurs can overcome the legal and cultural obstacles which face them when applying for loans through self-help schemes such as savings and credit cooperatives, joint liability groups and mutual guarantee associations. Special efforts will be made to support women entrepreneurs through the *Improve Your Business* and *Start Your Business* training programmes.

53. The activities of the Conditions of work programme are particularly relevant to the needs and concerns of women workers, therefore forming an important input to the ILO follow-up to the Beijing Conference. Special activities will be undertaken to promote the new Conventions on part-time work and home work, types of employment in which women workers predominate; preparatory work will also be undertaken for a possible revision of the Maternity Protection Convention. The effect of various working time arrangements on women will also be studied; in particular attention will be paid to the way in which part-time work by women reinforces the division of labour in home-making tasks and labour market segmentation.

Migrant workers and other vulnerable groups

54. During the biennium the Office will continue to assist constituents in the design and implementation of policies and measures that provide effective protection to migrant workers and improve the management of migrant flows. The activities to be undertaken will consist principally of policy analysis and technical advisory services to labour-sending and labour-receiving countries. Research will focus on policies to protect migrant workers and regulate migration; the growing difficulties of successfully integrating established migrant populations into the labour market; and ways to provide better basic protection for migrant workers. Work will also be carried out on improving the social security rights of migrant workers and their families, including those residing, working in or originating from countries that are not parties to social security agreements guaranteeing such protection.

55. Vulnerable categories of the population such as people with disabilities and individuals with drug and alcohol problems continue to experience increasing difficulty in finding and keeping employment. Special emphasis will be placed on the development and adoption of workplace prevention and rehabilitation measures as standard elements of good human resource management practices. Work will continue on the development and maintenance of the ILO/GLADNET network and research will be carried out on job retention and disability management at the workplace. Technical cooperation projects and advisory services will seek to achieve greater consensus between management and unions on

specific policies and measures to prevent and curb drug and alcohol abuse at the workplace; and to reduce discrimination in employment against recovering addicts.

Sectoral activities

56. The ILO programme of sectoral activities will further develop the new approach introduced in the biennium 1996-97 as a result of the earlier evaluation of the programme by the Governing Body. Its mandate continues to be to facilitate the exchange of information between constituents on labour and social developments relevant to particular economic sectors by means of meetings designed to assess the specific needs of each sector. As an integral part of this new approach, more emphasis will be placed on the follow-up to sectoral meetings through cooperation with the field structure and with other headquarters units and through networking with sectoral constituents. Specific activities will include: studies on public procurement, productivity and globalization in the construction industry; an assessment of specific policies to promote productive employment and reduce poverty among agricultural wage workers, and an assessment of the application of fundamental ILO labour standards for rural workers; national workshops on basic workers' rights and the improvement of productivity and working conditions (especially for women) in the textile, clothing and footwear industries; the promotion of the revised code of practice on occupational safety and health in forestry; studies on the implications of globalization in forest-based industries; research on recruitment, participation in decision-making and working conditions of educational personnel; and sub-regional workshops to promote tripartite dialogue on best practices to improve teachers' status. In the commerce sector, the impact of the new distribution systems on employment levels and conditions, remuneration, working conditions and labour relations will be analysed. In addition, in response to resolutions adopted by the Maritime Session of the Conference in 1996, a revised draft code of practice on the inspection of seafarers' working and living conditions will be prepared and a study on the applicability of ILO maritime instruments to the fishing sector will be undertaken.

Action programmes

57. Various action programmes have already been mentioned in this Introduction. The following is a summary list of the proposals retained by the Director-General, after taking account of the comments made by members of the Programme, Financial and Administrative Committee in November 1996. It will be recalled that an action programme is defined as a special project concerning a highly topical problem regarded as a priority by constituents in member States. Each action programme is intended to attain a specific aim and to result in one or more products which may be made available to constituents later in the biennium, for them to adapt for application in their own economic and social situation.

- Globalization, area-based enterprise development and employment.
- Labour market information systems for human resource development.
- Tripartite participation and social dialogue on training.
- Financing of training.
- Social investments: Job creation through innovative financial instruments.
- Productivity improvement, competitiveness and quality jobs in developing countries.
- Small and medium-sized enterprise development for employment.
- Cooperative approaches to collective bargaining.
- The contribution of industrial relations to regional economic integration.
- Organization and management of labour administration.
- Social initiatives by enterprises.
- Safety culture.
- Action against extreme forms of child labour.
- An operational framework for pension reform.
- Strategies to combat youth marginalization and unemployment.
- Improving the quality of women's employment.

Technical meetings

58. In November 1996, the Programme, Financial and Administrative Committee was asked to give its comments on 14 proposals for technical meetings. Taking account of the various comments, it is proposed that the meetings listed below be retained for the biennium 1998-99:

- International Consultation on Follow-up to the World Summit for Social Development.
- ILO Social Forum.
- Second Enterprise Forum.
- Tripartite Meeting of EPZ-operating Countries.
- Meeting of Experts on Labour Inspection and Child Labour.
- Sixteenth International Conference of Labour Statisticians.
- Meeting of Experts on Labour Statistics: Occupational Injuries.
- International Symposium on the Future of Employers' Organizations.
- International Symposium on Trade Unions and the Informal Sector.

The meeting concerning export processing zones (EPZs) and the two symposia for employers' and workers' participants were postponed from the biennium 1996-97 due to the need to achieve expenditure reductions.

The Institute, the Turin Centre and ISSA

The International Institute for Labour Studies

59. The Institute will continue to identify and explore emerging labour policy issues, and will maintain contact on a regular basis with academics, policy-makers and shapers of public opinion. The research activities of the Institute, which will be carried out in collaboration, wherever appropriate, with the technical departments of the ILO, focus on the central theme of the relationship between labour institutions and economic development at this time of rapid change. In the biennium 1998-99, the Institute's programme will relate to four main topics: social cohesion and the role of the tripartite actors; social cohesion and anti-poverty strategies; global production systems and labour markets; and social protection, production systems and social institutions. In accordance with the usual practice, detailed Programme and Budget proposals for the next biennium will be submitted to the Governing Body in November 1997, following their examination by the Board of the Institute.

The Turin Centre

60. The ILO contribution to the Turin Centre will be maintained at the same level as in the biennium 1996-97, in real terms. The basis for the work of the Centre in the biennium 1998-99 will be the second Development Plan for the period up to the year 2000. This plan identifies the following objectives for the Centre: disseminating, through training, information on the standards, experience and expertise accumulated by the ILO and the United Nations system, as well as by other development partners; supporting through appropriate training activities the reforms undertaken within the multilateral development cooperation system; renewing and developing its training products pertaining to the labour field, and to key areas of the United Nations development agenda, including human rights, governance and the management of development cooperation; and the strengthening of the capacities of governments, employers and workers in the planning and management of the development process. In implementing the plan, the Centre will continue to develop its capacity to develop training products; to provide training advisory services and carry out training operations in the field; and to improve its communication and marketing capacity. The resource-mobilization strategy of the Centre will be constantly adapted to the increasingly competitive environment. It will continue to implement training services for the staff of the United Nations and for national, governmental and non-governmental personnel associated with activities involving the United Nations, in the context of the recently approved United Nations Staff College Project. This project is conceived as consisting of a network of training institutions, of which the Centre will be the main focal point.

International Social Security Association (ISSA)

61. At the present time the membership of ISSA includes some 350 institutions in more than 130 countries. The activities of ISSA are planned by its own autonomous bodies, at meetings in which the ILO participates. These activities will continue to include meetings at the regional and global levels, training courses for the staff of member organizations, and research and publications. ISSA collaborates directly with the ILO's technical departments, for example as regards the development of a social security information system, and in the field of occupational safety and health. In particular, the two organizations will cooperate in relation to the World Congress on Occupational Safety and Health, to be held in Brazil in 1999. The ILO will continue to provide ISSA with various personnel, financial and communications services and with office premises.

The International Labour Conference, the Governing Body and the Major Regional Meetings

62. The proposals for the major programmes concerning the policy-making bodies for the biennium 1998-99 are the result of a process of reform launched in 1992 with the recommendations that emanated from the working parties of the Governing Body on improvements in the functioning of the Conference and the Governing Body. As regards the Conference, the first set of reforms established a new timetable for the discussions in the plenary and shortened the Conference by four days. Simultaneously, the Office instituted a number of changes in working procedures and modernizations, such as the introduction of electronic voting and the electronic transmission of reports to the external printers. As a result of these measures, the cost of the Conference to the Organization was significantly reduced, as it was for each of the participating member States, who fund their delegations for fewer days. The further reforms provisionally adopted by the Governing Body in November 1995 are reflected under major programme 10 (International Labour Conference). These reforms make it possible to achieve savings of some $2.2 million, a reduction of 14.3 per cent in comparison with the original 1996-97 budget in respect of the annual Conference (excluding the provision for the Maritime Session of the Conference held in 1996).

63. The Governing Body was the subject of reforms in 1993 intended to improve its functioning, which resulted in a reduction in the number of sessions each year, a reduction in their total duration, and a reorganization of the work of the committees — and thus some reduction in the direct cost of the Governing Body to the Organization, which was reflected in the Programme and Budget for 1996-97. However, the proposals for 1998-99 include an increase of $80,000 in order to complete the implementation of the decision of the Conference in June 1995 whereby the Office is required to cover the cost of ten additional deputy members (five Employer and five Worker representatives) to all sessions of the Governing Body.

Issues relating to further changes in the functioning of the Governing Body will be addressed in a paper to be submitted to it for discussion in March 1997.

64. The reforms in the major regional meetings decided by the Governing Body in November 1995 will be maintained in the biennium 1998-99, implying net savings of $2.4 million in comparison to the approved Programme and Budget for 1996-97. These reforms consist of a considerable reduction in the duration of these meetings, an agenda that focuses on current and future ILO activities in the region, and their preparation, organization and servicing by ILO officials in the region concerned.

65. The indirect costs of the meetings of the policy-making bodies comprise the costs of preparing documents, and servicing meetings, including the preparation of in-session papers and committee reports. The cost of preparing documents may include basic research, analysis of information, drafting, and approval. Estimates prepared in the past indicated that the indirect costs of the Conference amounted to some one-and-a-quarter times the direct costs shown in the budget. The indirect cost of the Governing Body was found to be approximately five times the direct costs identified under major programme 20, owing to the considerable volume of work required throughout the Office in preparing documentation to support its discussions. A further internal exercise is envisaged to estimate the indirect costs of the Conference, Governing Body and major regional meetings following the implementation of the reforms.

The regions

66. The proposals for the regional major programmes are characterized by the further consolidation of the active partnership policy, which is reflected in an increase of the resources available for operational activities, and by several measures of rationalization aimed at improving the functioning of the network of external offices. The measures of rationalization of the external offices in these proposals have been identified taking into account the discussions in the Governing Body in March 1996 and in the Programme, Financial and Administrative Committee in November 1996. In these discussions the principal measures considered included the merging of certain external offices, the restructuring of zones of geographic competence, the transformation of existing offices, and cost reductions not related to any reorganization.

67. The measures were identified in the light of the following criteria: the need to keep close contact with constituents in all member States; the need to ensure that the services of the Organization are provided in a cost-effective and timely manner; and the requirement to improve the way in which external offices work together, as well as the management of programme implementation. Taking account of the views expressed in the Governing Body and later in the Committee, the present proposals do not imply the closing of any office, nor any programme reduction other than those concerning administrative costs.

68. The changes envisaged include the establishment of a new multidisciplinary advisory team in Yaoundé to improve the delivery of technical advisory services to the countries of Central Africa (this team will be managed together with the ILO office in Yaoundé); and the strengthening of the multidisciplinary advisory team in Cairo, which will be enlarged to cover the Maghreb countries. In the Arab States, an ILO presence will be established under the aegis of UNDP to support technical cooperation activities to assist the Palestinian Authority and Palestinian workers' and employers' organizations. Discussions are in progress with the Government of Kuwait regarding the possible modalities for financing some form of ILO presence in that country. In Asia, the office of a senior technical adviser will be opened in Hanoi, Viet Nam, and the multidisciplinary advisory teams in Manila and New Delhi will be strengthened.

69. In the Europe and Central Asia region, a second multidisciplinary advisory team will be established in Moscow to reply more effectively to the need for advisory services in Eastern Europe, in Central Asia and the Trans-Caucasia. The team will take over the relations functions of the Moscow office. The team in Budapest will henceforth also fulfil the relations functions of an ILO area office in the countries it covers. National correspondent posts will be established in Kazakstan and Uzbekistan.

70. These measures will serve to rationalize the structure of ILO external offices and improve the relevance and efficiency of ILO activities in the regions. In addition, the RBTC resources to be put at the disposal of ILO external offices for projects to be implemented in close collaboration with constituents are to be increased by $1.45 million. These resource increases should enable the Organization to maintain the quantity and quality of its services to the social partners notwithstanding the overall reduction in the real level of the budget, and the increase in the number of member States (from 150 in 1990 to 174 at the end of 1996, i.e. an increase of 16 per cent). The proportion of ILO resources attributed to the regions increased from 14 per cent in the biennium 1990-91 to 21 per cent in 1998-99, taking account of all sources of funds.

Modernization and improved cost efficiency and effectiveness

71. In recent biennia, a number of reorganizations and reforms have been adopted in order to modernize the Office, realize productivity gains and improve cost effectiveness and efficiency. In most cases the reforms introduced have permitted considerable reductions in costs and have allowed resources previously needed for certain support functions to be redeployed towards substantive and operational activities. This continuing trend is reflected in the proposals for the biennium 1998-99.

72. As concerns modernization, a key technological development is the widespread use of Internet as a gateway to previously inaccessible information. In order to respond to the new opportunities afforded by the use of the Internet to make the ILO and its fundamental principles better known throughout the world, the proposals for the biennium 1998-99 include a number of projects under the substantive and

operational programmes to explore the possibilities of making ILO databases, such as LABORDOC and ILOLEX, available to constituents and other interested parties by way of the Internet. Attention will also be given to enabling the Office to respond more rapidly to requests for technical assistance and information by using the Internet. Efforts to reduce the costs of printing and distributing documents to delegates of ILO meetings, such as the Governing Body and the Conference, will also be pursued by making fuller use of the ILO's Home Page and by providing access to certain documents through the Internet.

73. In addition, a major project is proposed under major programme 145 (Interdepartmental activities) concerning the ILOLEX, NATLEX and LABORDOC databases, as well as those on occupational safety and health and labour statistics. These databases are available in printed and digital form (CD-ROM). They contain extremely useful information, but need revision to make them more user-friendly and more consistent. Considerable improvements are therefore planned in their content, format and usability so as to facilitate and expand their use. This project will make the Organization's work more readily accessible and contribute to the overall positive image of the Organization while providing important services to constituents.

74. Over the past few years, there have been major advances in the affordability and ease of use of very rapid communications systems (electronic mail systems, Internet, Faxes, etc.) and of powerful computer hardware and software systems (hard disks, word-processing, databases). As the ILO adjusts to the changing opportunities offered by these technologies and in order to realize productivity gains, the information technology and communications major programme will continue to ensure that the ILO maintains an appropriate information and communications development strategy. It will also be responsible for supporting the implementation of new technology in all the other major programmes. Similarly, the Library and documentation major programme is responsible for working with the substantive and operational services to develop the ILO's main information products in such a way that they are broadly and easily usable not only for constituents, but also for institutions and individuals interested in social and labour issues. Under the Personnel major programme, further work will be carried out under the Personnel Information System to make the personnel databases more efficient and to rationalize to the extent possible various personnel actions and functions.

75. The Publications major programme also has a key role in establishing and reinforcing the Organization's reputation as a centre of excellence and reference on labour and employment issues. The proposals in this field reflect a concern to raise the quality of ILO publications, and their usefulness to constituents. In accordance with the wishes expressed by Governing Body members, the resources for the Publications major programme are to be reduced by some $2 million, following organizational changes.

76. In order to assist officials and managers in the ILO to adjust and adapt themselves to the new environment imposed not only by the widespread use of new technologies but also by the exigencies of staff mobility and active partnership, a new programme will be established under the Personnel major programme, with specific responsibility for strengthening staff training and retraining activities within an integrated approach to human resources development and career development. Improving the ability of the ILO's staff to adapt to new roles is already receiving a very high priority, and this will continue throughout the biennium 1998-99. The work of this new programme will focus on linking the design and implementation of a dynamic training programme with performance management, career development and organization development. By focusing on development and training activities, this programme will promote a closer integration of personnel policies and procedures with the overall objectives and policies of the ILO'substantive programmes.

77. The proposals concerning the financial services have been made in response to the demands placed on them following the implementation of the active partnership policy and the change in procedures and working methods which have ensued; they also take account of the need to maintain the quality of the controls in all financial activities so as to promptly respond to the technical demands made on the Office. The decentralization of budgetary and financial functions within the headquarters major programmes and in the field offices will be consolidated and strengthened. The proposals for the biennium 1998-99 include a thorough review of budgetary, financial and administrative procedures in the Office for the purpose of defining the optimum approach to the development of a more integrated financial, administrative and personnel system.

78. The proposals concerning expenditure on internal administration will reflect a reduction of more than 7 per cent, some $3.3 million less than the level of the approved budget for 1996-97. These savings will be achieved by staff reductions, the renegotiation of leasing contracts and the subcontracting of certain operations.

79. The proposals concerning programming and management are intended to adapt the planning, programming and budgetary processes still further to ensure that they effectively meet the expectations of constituents. The objective remains the continued improvement in the efficiency and effectiveness of the management of all the Office's activities, and better integration of their results with the process of decision-making and the determination of future policy directions. The monitoring, evaluation and reporting system (MERS) is to be applied in a comprehensive manner throughout the Office, taking due account of the management requirements of individual departments and bureaux.

80. It is vitally important for the Organization to improve public awareness of its values and objectives and the impact of its work. It is therefore proposed to strengthen public information activities through the media using specially tailored products that make possible rapid dissemination to a wider public: these include news reports, interviews, audio-visual information, films and documentaries on specific

subjects. Particular attention will be given to making the public aware of the ILO's activities in relation to serious problems such as unemployment, poverty, exploitation, exclusion and attacks on workers' fundamental rights.

Changes in the distribution of resources

81. Because of the overall decrease in the total level of the budget the resources for most major programmes show a reduction compared to the Programme and Budget for the biennium 1996-97 as approved by the Conference.

82. In order to stress the importance of the active partnership policy and the requests from constituents in the regions for technical assistance, 20 per cent of the RBTC resources previously shown under headquarters major programmes excluding the Employers' and Workers' activities major programmes (some $1.8 million), are to be transferred to the regions. The RBTC resources for the Employers' and Workers' activities major programmes are maintained at the same level as in 1996-97.

83. The regional technical services provided to constituents will be strengthened in all regions. In Africa, an increase of $688,000 is proposed to be used to create a sixth multidisciplinary advisory team and to increase the resources available for field projects. In the Americas, the increase of some $456,000 will be largely used to increase the provision for field projects. In the Arab States, the provision for field projects will be increased by $180,000. In Asia, $404,200 will be used to increase the provision for field projects and $469,000 will be used to strengthen the existing multidisciplinary advisory teams. In Europe and Central Asia, a net increase of $719,000 in the total resources for the region is associated with the creation of a second multidisciplinary advisory team and an increase in the provision for field projects.

84. The resources for substantive and operational programmes at headquarters, excluding the Sectoral activities major programme and the effects of the transfer of RBTC to the regions, show a net increase of some $1.3 million, or 0.4 per cent as compared to the Programme and Budget in 1996-97, as approved by the Conference. This figure excludes the Sectoral activities major programme, the resources for which are to be reduced by some $3.7 million in accordance with the decision of principle taken by the Governing Body in November 1995 to reduce the number of sectoral meetings to be held in each biennium to 12.

85. The resources devoted to the substantive and operational programmes in the regions in the 1998-99 proposals amount to some $143.5 million which represents an increase of $2.3 million, or 1.6 per cent in comparison to the Programme and Budget for 1996-97 as approved by the Conference. Of the total increase, some $1.8 million comes from the RBTC resources transferred from the Headquarters major programmes to the regions.

86. The proposed resource level for the substantive and operational programmes at headquarters and in the regions accounts for 57.6 per cent of the total budget proposed for 1998-99, as compared with 55.8 per cent in the biennium 1996-97.

Other programmes

87. Six major programmes; namely major programmes 10 (International Labour Conference), 30 (Major regional meetings), 175 (Internal administration), 180 (Publications), 220 (Relations, meetings and document services), and 290 (Other budgetary provisions), account for over $18.7 million or some 86 per cent of the total savings of $21.7 million.

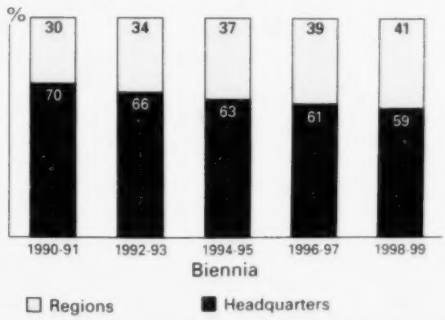
88. The provision for the policy-making bodies and the major programmes directly responsible for servicing them (i.e. major programmes 10, 20, 30, 210 and 220) will be reduced by some $11.4 million in comparison to 1996-97. This represents a decrease of some 12.3 per cent in comparison to the biennium 1996-97 and accounts for over 50 per cent of the reduction in the total level of the budget. Most of these savings ($6.3 million) will be made in the Relations, meetings and documents major programme and are a direct result of productivity gains and of the reforms of the Conference, the Governing Body, the regional meetings and sectoral meetings. Efforts to realize productivity gains and to reduce the costs of servicing meetings will continue to be actively pursued during the biennium 1998-99.

89. The remainder of the savings come from reductions made under the Internal administration major programme amounting to $3.3 million, the Publications major programme amounting to $2.0 million and the Other budgetary provisions major programme amounting to $2.0 million. The descriptions of activities for these major programmes provide further details of these reductions.

Staffing levels

90. The total number of work-years budgeted for all categories of staff under all sources of funds included in the proposals for 1998-99 show a decrease of 2.4 per cent (90/11 work-years). Under the regular budget, the decrease in work-years for all categories of staff amounts to 1.4 per cent (48/03 work-years). Within this overall reduction, there is a decrease in the number of budgeted work-years at Headquarters and an increase in the field. The chart below shows the transfer of staff resources from Headquarters to the regions in recent biennia in consequence of the active partnership policy.

Distribution of staff between headquarters and the regions
Regular budget and other sources



91. The decrease in the number of Professional work-years budgeted at Headquarters, under all sources of funds, amounts to 2.7 per cent (or 28/04 work-years). In the General Service category, the decrease in number of work-years budgeted at Headquarters amounts to 9.0 per cent (or 111/11 work-years). In contrast, there are slight increases in the numbers of Professional and General Service work-years in the field, amounting to 0.9 per cent (or 4/04 work-years) and 4.6 per cent (or 45/00 work-years) respectively. In total, taking all categories of staff together the proposals for the biennium 1998-99 reflect a significant decrease of some 6.1 per cent in the number of work-years at Headquarters, which is offset by an increase of some 3.4 per cent in the number of work-years in the field.

Budgetary aspects of the proposals

92. In accordance with the Director-General's commitment in the Preliminary Consultation document, the level of Part I of the budget, costed at 1996-97 rates, is $21.7 million lower in real terms than that of the present biennium. As regards Part II (Unforeseen expenditure), the same provision is proposed as in recent biennia, namely $875,000.

93. The Programme and Budget proposals for 1998-99, valued at the 1996-97 budget rate of exchange of 1.16 Swiss francs to the US dollar, amount to $569,080,000 representing a decrease in nominal terms of 1.8 per cent of the 1996-97 approved budget. A careful review of all elements of the Programme and Budget proposals as they apply in both field locations and headquarters has enabled cost increases to be limited to an overall rate of 2.02 per cent for the biennium. Full information on cost increases is provided in Annex No. 3.

94. The budget rate of exchange for the biennium 1998-99 will be set at the market rate at the time the budget is reviewed by the Conference Finance Committee. These proposals have accordingly been valued at the same budget rate of exchange (1.16 Swiss francs to the US dollar) as the Programme and Budget for 1996-97, both to facilitate comparison at the major programme level and because the cost of the proposals in both US dollar and Swiss franc terms will continue to evolve with the exchange rate changes until the budget is finalized.

95. As an indication, however, the market rate of exchange in December 1996 was 1.33 Swiss francs to the dollar. Should this rate remain valid in June 1997, the proposed budget level in dollar terms would be some $520 million with resulting assessments of some 692 million Swiss francs. At this rate of exchange the level of the Programme and Budget for the biennium 1998-99 would be 10 per cent lower in nominal terms than that for the previous biennium.

Prior consultation and cooperation with the United Nations and other specialized agencies in the United Nations system

96. The Director-General intends to implement the programme of work described in this document in close consultation and cooperation with the other agencies of the United Nations system. Consequently, whenever possible, the descriptions of programme activities identify work in respect of which collaboration is most needed. As in the past, it is anticipated that cooperation will in practice concern a much wider range of activities. In accordance with established inter-agency procedures, the Director-General has informed the heads of the other organizations about these Programme and Budget proposals and will inform the Programme, Financial and Administrative Committee of any observations he receives before the March 1997 session of the Governing Body.

Summary tables

1.Proposed expenditure budget by major programme

(In US dollars)

ITEM	TITLE	1996-97 BUDGET	1998-99 ESTIMATES (IN CONSTANT 1996-97 DOLLARS)	1998-99 ESTIMATES (RECOSTED)
	PART I. ORDINARY BUDGET			
10	INTERNATIONAL LABOUR CONFERENCE	15,815,671	13,056,486	13,426,086
20	GOVERNING BODY	2,766,718	2,846,718	2,905,468
30	MAJOR REGIONAL MEETINGS	3,253,264	860,000	870,910
40	GENERAL MANAGEMENT	9,488,450	9,488,450	9,397,219
50	INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS	23,808,796	23,215,612	23,426,858
60	EMPLOYMENT AND TRAINING	28,190,425	27,900,352	28,142,827
65	ENTERPRISE AND COOPERATIVE DEVELOPMENT	12,137,226	12,218,471	12,325,316
75	TURIN CENTRE	5,130,000	5,130,000	5,335,000
80	INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION	12,803,716	14,048,487	14,154,600
85	MULTINATIONAL ENTERPRISES AND SOCIAL POLICY	1,302,629	1,302,629	1,312,890
90	WORKING CONDITIONS AND ENVIRONMENT	20,384,037	19,541,985	19,707,790
100	SECTORAL ACTIVITIES	17,672,696	14,019,957	14,241,743
110	SOCIAL SECURITY	8,269,579	8,959,176	9,035,422
115	INTERNATIONAL SOCIAL SECURITY ASSOCIATION	724,600	-	-
120	STATISTICS	9,035,080	8,832,610	8,860,416
125	DEVELOPMENT POLICIES	7,936,235	7,820,346	7,895,317
130	INTERNATIONAL INSTITUTE FOR LABOUR STUDIES	6,021,750	5,921,750	6,060,000
140	EQUALITY FOR WOMEN	871,013	1,310,781	1,321,045
145	INTERDEPARTMENTAL ACTIVITIES	1,240,350	1,637,966	1,656,865
160	PERSONNEL	18,751,715	19,105,164	19,132,805
170	FINANCIAL SERVICES	15,406,385	14,943,914	14,827,236
175	INTERNAL ADMINISTRATION	46,608,340	43,334,095	43,967,940
180	PUBLICATIONS	9,238,340	7,269,336	7,336,590
185	INFORMATION TECHNOLOGY AND COMMUNICATIONS	15,552,272	15,217,362	15,375,540
190	LIBRARY AND DOCUMENTATION	9,571,250	9,466,560	9,568,622
200	PROGRAMMING AND MANAGEMENT	6,356,931	6,010,225	6,062,854
210	LEGAL SERVICES	3,224,768	3,224,768	3,221,444
220	RELATIONS, MEETINGS AND DOCUMENT SERVICES	67,433,413	61,114,016	61,166,730
225	EMPLOYERS' ACTIVITIES	5,805,717	5,758,652	5,898,420
230	WORKERS' ACTIVITIES	16,254,763	16,141,703	16,570,380
235	PUBLIC INFORMATION	6,243,077	6,196,077	6,301,839
240	INTERNATIONAL RELATIONS	4,417,068	4,417,068	4,475,680
245	ACTIVE PARTNERSHIP AND TECHNICAL COOPERATION	4,390,636	3,822,508	3,845,898
250	FIELD PROGRAMMES IN AFRICA	42,395,999	42,904,475	44,374,522
260	FIELD PROGRAMMES IN THE AMERICAS	37,403,162	37,806,625	39,744,616
265	FIELD PROGRAMMES IN ARAB STATES	8,498,506	8,678,506	8,893,896
270	FIELD PROGRAMMES IN ASIA AND THE PACIFIC	39,911,608	40,412,808	43,585,769
280	FIELD PROGRAMMES IN EUROPE AND CENTRAL ASIA	13,023,916	13,743,370	13,986,516
290	OTHER BUDGETARY PROVISIONS	25,959,010	23,915,153	24,520,516
	ADJUSTMENT FOR STAFF TURNOVER	(4,674,111)	(4,674,111)	(4,728,585)
	TOTAL OF PART I	**578,625,000**	**556,920,050**	**568,205,000**
	PART II. UNFORESEEN EXPENDITURE			
295	UNFORESEEN EXPENDITURE	875,000	875,000	875,000
	PART III. WORKING CAPITAL FUND			
296	WORKING CAPITAL FUND	-	-	-
	TOTAL (PARTS I-III)	**579,500,000**	**557,795,050**	**569,080,000**

2. Regular budget estimates and analysis of increases and decreases by major programme

APPROPRIATION LINE	(A) 1996-97	(B) 1998-99 ESTIMATES IN CONSTANT 1996-97 DOLLARS	(C) PROGRAMME INCREASES (DECREASES)		(D) COST INCREASES (DECREASES)		(E) 1998-99	(F) % OF TOTAL BUDGET
	$	$	$	%	$	%	$	%
10 INTERNATIONAL LABOUR CONFERENCE	15,815,671	13,056,486	(2,759,185)	(17.45)	369,600	2.83	13,426,086	2.36
20 GOVERNING BODY	2,766,718	2,846,718	80,000	2.89	58,750	2.06	2,905,468	.51
30 MAJOR REGIONAL MEETINGS	3,253,264	860,000	(2,393,264)	(73.57)	10,910	1.27	870,910	.15
40 GENERAL MANAGEMENT	9,488,450	9,488,450	-	-	(91,231)	(.96)	9,397,219	1.65
50 INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS	23,808,796	23,215,612	(593,184)	(2.49)	211,246	.91	23,426,858	4.12
60 EMPLOYMENT AND TRAINING	28,190,425	27,900,352	(290,073)	(1.03)	242,475	.87	28,142,827	4.95
65 ENTERPRISE AND COOPERATIVE DEVELOPMENT	12,137,226	12,218,471	81,245	.67	106,845	.87	12,325,316	2.17
75 TURIN CENTRE	5,130,000	5,130,000	-	-	205,000	4.00	5,335,000	.94
80 INDUSTRIAL RELATICNS AND LABOUR ADMINISTRATION	12,803,716	14,048,487	1,244,771	9.72	106,113	.76	14,154,600	2.49
85 MULTINATIONAL ENTERPRISES AND SOCIAL POLICY	1,302,629	1,302,629	-	-	10,261	.79	1,312,890	.23
90 WORKING CONDITIONS AND ENVIRONMENT	20,384,037	19,541,985	(842,052)	(4.13)	165,805	.85	19,707,790	3.46
100 SECTORAL ACTIVITIES	17,672,696	14,019,957	(3,652,739)	(20.67)	221,786	1.58	14,241,743	2.50
110 SOCIAL SECURITY	8,269,579	8,959,176	689,597	8.34	76,246	.85	9,035,422	1.59
115 INTERNATIONAL SOCIAL SECURITY ASSOCIATION	724,600	-	(724,600)	(100.00)	-	-	-	-
120 STATISTICS	9,035,080	8,832,610	(202,470)	(2.24)	27,806	.31	8,860,416	1.56
125 DEVELOPMENT POLICIES	7,936,235	7,820,346	(115,889)	(1.46)	74,971	.96	7,895,317	1.39
130 INTERNATIONAL INSTITUTE FOR LABOUR STUDIES	6,021,750	5,921,750	(100,000)	(1.66)	138,250	2.33	6,060,000	1.06
140 EQUALITY FOR WOMEN	871,013	1,310,781	439,768	50.49	10,264	.78	1,321,045	.23
145 INTERDEPARTMENTAL ACTIVITIES	1,240,350	1,637,966	397,616	32.06	18,899	1.15	1,656,865	.29
160 PERSONNEL	18,751,715	19,105,164	353,449	1.88	27,641	.14	19,132,805	3.36
170 FINANCIAL SERVICES	15,406,385	14,943,914	(462,471)	(3.00)	(116,678)	(.78)	14,827,236	2.61
175 INTERNAL ADMINISTRATION	46,608,340	43,334,095	(3,274,245)	(7.03)	633,845	1.46	43,967,940	7.73
180 PUBLICATIONS	9,238,340	7,269,336	(1,969,004)	(21.31)	67,254	.93	7,336,590	1.29
185 INFORMATION TECHNOLOGY AND COMMUNICATIONS	15,552,272	15,217,362	(334,910)	(2.15)	158,178	1.04	15,375,540	2.70
190 LIBRARY AND DOCUMENTATION	9,571,250	9,466,560	(104,690)	(1.09)	102,062	1.08	9,568,622	1.68
200 PROGRAMMING AND MANAGEMENT	6,356,931	6,010,225	(346,706)	(5.45)	52,629	.88	6,062,854	1.07
210 LEGAL SERVICES	3,224,768	3,224,768	-	-	(3,324)	(.10)	3,221,444	.57
220 RELATIONS, MEETINGS AND DOCUMENT SERVICES	67,433,413	61,114,016	(6,319,397)	(9.37)	52,714	.09	61,166,730	10.75
225 EMPLOYERS' ACTIVITIES	5,805,717	5,758,652	(47,065)	(.81)	139,768	2.43	5,898,420	1.04
230 WORKERS' ACTIVITIES	16,254,763	16,141,703	(113,060)	(.70)	428,677	2.66	16,570,380	2.91
235 PUBLIC INFORMATION	6,243,077	6,196,077	(47,000)	(.75)	105,762	1.71	6,301,839	1.11
240 INTERNATIONAL RELATIONS	4,417,068	4,417,068	-	-	58,612	1.33	4,475,680	.79
245 ACTIVE PARTNERSHIP AND TECHNICAL COOPERATION	4,390,636	3,822,508	(568,128)	(12.94)	23,390	.61	3,845,898	.68
250 FIELD PROGRAMMES IN AFRICA	42,395,999	42,904,475	508,476	1.20	1,470,047	3.43	44,374,522	7.80
260 FIELD PROGRAMMES IN THE AMERICAS	37,403,162	37,806,625	403,463	1.08	1,937,991	5.13	39,744,616	6.98
265 FIELD PROGRAMMES IN ARAB STATES	8,498,506	8,678,506	180,000	2.12	215,390	2.48	8,893,896	1.56
270 FIELD PROGRAMMES IN ASIA AND THE PACIFIC	39,911,608	40,412,808	501,200	1.26	3,172,961	7.85	43,585,769	7.66
280 FIELD PROGRAMMES IN EUROPE AND CENTRAL ASIA	13,023,916	13,743,370	719,454	5.52	243,146	1.77	13,986,516	2.46
290 OTHER BUDGETARY PROVISIONS	25,959,010	23,915,153	(2,043,857)	(7.87)	605,363	2.53	24,520,516	4.31
ADJUSTMENT FOR STAFF TURNOVER	(4,674,111)	(4,674,111)	-	-	(54,474)	1.17	(4,728,585)	(.83)
TOTAL PROGRAMMES OF ACTIVITY	**578,625,000**	**556,920,050**	**(21,704,950)**	**(3.75)**	**11,284,950**	**2.03**	**568,205,000**	**99.85**
FINANCIAL FACTORS								
295 UNFORESEEN EXPENDITURE	875,000	875,000	-	-	-	-	875,000	.15
296 WORKING CAPITAL FUND	-	-	-	-	-	-	-	-
TOTAL	**579,500,000**	**557,795,050**	**(21,704,950)**	**(3.75)**	**11,284,950**	**2.02**	**569,080,000**	**100.00**

Draft budget of expenditure and income for 1998-99

1. The draft expenditure and income budget in the form required for adoption by the Conference, with the corresponding figures for 1996-97, is shown below.

2. Both the 1996-97 and the 1998-99 dollar expenditure figures are based on an exchange rate of 1.16 Swiss francs to the US dollar. The income budget is presented in both US dollars and in Swiss francs calculated at the same exchange rate. The final US dollar and Swiss franc amounts will be determined when the Finance Committee of Government Representatives at the 84th (June 1997) Session of the Conference finalizes the budget rate of exchange and recommends the draft Programme and Budget for 1998-99 for adoption by the Conference.

3. The contributions payable by Member States in 1998-99 will thus depend on the overall budget level, on the budget rate of exchange which is finally set, and on the scale of contributions approved by the Conference.

4. After completing its examination of the draft estimates submitted in this document, the Programme, Financial and Administrative Committee will wish to submit to the Governing Body for proposal to the International Labour Conference a draft resolution for the adoption of the programme and budget for the 66th financial period (1998-99) and for the allocation of expenses between member States for 1998-99. The proposed text of this draft resolution is as follows:

> The General Conference of the International Labour Organization, in virtue of the Financial Regulations, passes for the 66th financial period, ending 31 December 1999, the budget of expenditure of the International Labour Organization amounting to $..... and the budget of income amounting to $....., which, at the budget rate of exchange of Swiss francs..... to the US dollar, amounts to Swiss francs....., and resolves that the budget of income, denominated in Swiss francs, shall be allocated among member States in accordance with the scale of contributions recommended by the Finance Committee of Government Representatives.

Expenditure			Income				
	1996-97 budget	1998-99 estimates		1996-97 budget		1998-99 estimates	
	US dollars	US dollars		US dollars	SF	US dollars	SF
Part I							
Ordinary budget	578 625 000	568 205 000	Contributions from member States	579 500 000	672 220 000	569 080 000	660 132 800
Part II							
Unforeseen expenditure	875 000	875 000					
Total budget	579 500 000	569 080 000		579 500 000	672 220 000	569 080 000	660 132 800

Major Programme 10. International Labour Conference

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
MATERIAL AND STAFFING ARRANGEMENTS	-	-	7,764,286	2,039,400	9,803,686	-	-	-	-	-
PRINTING OF REPORTS, RECORDS OF PROCEEDINGS AND OTHER DOCUMENTS	-	-	-	2,900,000	2,900,000	-	-	-	-	-
PREPARATION OF REPORTS	2/01	-	352,800	-	352,800	-	-	-	-	-
1998-99 TOTALS	**2/01**	**-**	**8,117,086**	**4,939,400**	**13,056,486**	**-**	**-**	**-**	**-**	**-**
1996-97 TOTALS	**1/01**	**-**	**10,089,931**	**5,725,740**	**15,815,671**	**-**	**-**	**-**	**-**	**-**

10.1. This major programme provides for the directly identifiable costs of holding two ordinary sessions of the Conference in the biennium 1998-99, and for certain preparatory work that will have to be undertaken in 1999 for the session of the Conference to be held in the year 2000. The resources provided under this major programme take into account the decisions made by the Governing Body at its 264th (November 1995) Session on the reforms in the functioning of the Conference. These decisions imply a reduction in:

- the duration of the Conference by one day (resulting in a total duration of 17 calendar days);
- the time devoted in plenary to the discussion of the reports of the Chairperson of the Governing Body and of the Director-General to one week;
- the time-limit for speeches in plenary to five minutes;
- the number of issues of the *Provisional Record* covering the discussion of the reports of the Chairperson of the Governing Body and of the Director-General;
- the number of copies of Conference reports to be distributed.

Taking account of the discussion during the 267th (November 1996) Session of the Governing Body, provision is made for copies of individual speeches made in plenary, as submitted by the speakers, to be made available in electronic and in hard-copy form. A complete *Record of proceedings*, including verbatim records of the discussion of the reports of the Chairperson, the Governing Body and the Director-General in the plenary sittings of the Conference will be published several weeks after the conclusion of the Conference.

10.2. As a result of the above changes, the resources for this major programme are reduced by some $2,177,000 in real terms compared with the biennium 1996-97. This reduction is a result of savings in interpretation, translation, transcription and printing costs, as well as miscellaneous material and operating costs. A further reduction of $582,500 has been made due to the exclusion of resources provided for in 1996-97 for the Maritime Session of the Conference.

10.3. The agenda of the 1998 ordinary session of the Conference, as determined by the Governing Body at its 265th (March 1996) Session, will be as follows:

Standing items

I. Reports of the Governing Body and the Director-General.

II. Programme and Budget proposals and other financial questions.

III. Information and reports on the application of Conventions and Recommendations.

Items placed on the agenda by the Conference or the Governing Body

IV. General conditions to stimulate job creation in small and medium-sized enterprises (second discussion).

V. Contract labour (second discussion).

VI. Child labour (first discussion).

10.4. The agenda of the 1999 ordinary session of the Conference will include the same standing items I, II and III as in 1998, a second discussion of item VI and such new items as the Governing Body may determine in 1997. Without in any way prejudging the Governing Body's decision, it has been assumed for budgetary purposes that the Conference agenda will include a total of three technical items in 1999 and again in the year 2000.

Material and staffing arrangements

10.5. This part of the programme covers the material arrangements (such as the rental of rooms at the Palais des Nations, moving expenses and transportation services between the Palais and the ILO building) for a Conference session of 17 calendar days in each year of the biennium, the staffing arrangements, including interpreters and other temporary staff to assist in servicing the Conference, and miscellaneous costs. The total estimate for the biennium under this heading amounts to some $9,804,000.

Printing of reports, records of proceedings and other documents

10.6. The number of reports to be printed externally in 1998 and 1999 in relation to the agenda items for the 1998 and 1999 ordinary sessions of the Conference is estimated at 116 volumes, as shown in the following table. These estimates reflect the number of reports to be submitted to the Conference and the number of copies necessary to meet distribution requirements and in-session needs.

External printing for the Conference during the biennium 1998-99

Type of document	Number of volumes	Language editions[1]	Estimated cost
Director-General's Report	2	7	174 600
Application of Conventions and Recommendations	4	3	270 900
Technical reports	12	7	605 000
Provisional record	2	3	1 168 600
Miscellaneous printed documents[2]		3-7	680 900
			2 900 000

[1] Where seven language editions are mentioned, the documents will be issued in English, French, Spanish, German, Russian, Arabic and Chinese; where three language editions are mentioned, the documents will be issued in English, French and Spanish. [2] Including the memorandum of each session, the authentic texts of instruments adopted at each session, the report forms on the application of Conventions and Recommendations, the reprinting of the Constitution of the ILO, the Standing Orders of the Conference and the List of Ratifications by Convention and by country.

Preparation of reports

10.7. A provision of 2/01 Professional work-years is made for the preparation of reports on technical items for the 1999 and 2000 ordinary sessions of the Conference and for the preparation of the Director-General's Report. This provision is based on the assumption that there will be a total of three technical items on the agenda of the session in the year 2000.

Other costs

10.8. In addition to the directly identifiable costs shown in the budget table for this major programme, costs are incurred under a number of other major programmes.

Major Programme 20. Governing Body

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
EXPENSES FOR GOVERNING BODY MEMBERS	-	-	-	2,846,718	2,846,718	-	-	-	-	-
1998-99 TOTALS	-	-	-	**2,846,718**	**2,846,718**	-	-	-	-	-
1996-97 TOTALS	-	-	-	**2,766,718**	**2,766,718**	-	-	-	-	-

20.1. This major programme provides for the directly identifiable costs of holding four full sessions and two shorter sessions of the Governing Body during the biennium 1998-99. The direct costs to the Office of holding these sessions include: the travel expenses and allowances of the Employer and Worker members and deputy members of the Governing Body, for whom the ILO pays such costs; and the representation allowance payable to the Chairman of the Governing Body.

20.2. In comparison with the biennium 1996-97, the budget allocation for this major programme has been increased by $80,000 to cover the travel costs of ten additional deputy members (five employers and five workers) to all of the sessions of the Governing Body (the corresponding provision in the biennium 1996-97 was only intended to cover their costs as from the November 1996 Session).

20.3. In addition to the directly identifiable costs shown in the table above, costs are incurred under a number of other major programmes.

Major Programme 30. Major Regional Meetings

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
AMERICAN REGIONAL MEETING	-	-	35,000	365,000	400,000	-	-	-	-	-
AFRICAN REGIONAL MEETING	-	-	101,000	359,000	460,000	-	-	-	-	-
1998-99 TOTALS	-	-	**136,000**	**724,000**	**860,000**	-	-	-	-	-
1996-97 TOTALS	1/00	-	**642,774**	**2,610,490**	**3,253,264**	-	-	-	-	-

30.1. This major programme provides for the directly identifiable costs of two regional meetings during the biennium, to be held in the American and the African regions in 1998 and 1999 respectively.

30.2. The resources of this major programme have been decreased by a total of $2,393,264 in real terms, as a result of the decision by the Governing Body at its 264th Session (November 1995) to replace the traditional regional conferences by regional meetings of more limited duration and scope.

30.3. The regional meetings, to be held under the auspices of the respective Regional Offices (Lima and Abidjan), will last three days. Group meetings will be held in the morning of the first day and the remaining two-and-a-half days will be devoted to a discussion in plenary of a single agenda item on ILO activities in the region concerned. A report will be adopted at the end of the meeting.

30.4. The provisions made for the three-day regional meetings are based on the decision that most of the work will be carried out by the staff of the Regional Offices, and that the participation of officials from headquarters will be limited to seven persons. Meetings of the members of the Employers' and Workers' groups will be held one after the other, and not simultaneously, in order to limit interpretation costs. There will be no Governing Body delegation. The costs for each meeting include: resources for printing a single report in three languages (English, French and Spanish) for the American Regional meeting and in three languages (English, French and Arabic) for the African Regional meeting; interpretation in two languages (English and Spanish) for the American Regional meeting and in three languages (English, French and Arabic) for the African Regional meeting; travel expenses for officials in the secretariat; meeting rooms and offices for the secretariat; the necessary equipment and services, such as telephones, simultaneous interpretation and sound equipment; the necessary auxiliary staff, such as receptionists, messengers, telephonists, security staff, and cleaners; document reproduction equipment; and the necessary transportation facilities required to supplement public transport, such as buses to take delegates and members of the secretariat to and from the meeting site, including during the night should work so require.

30.5. Other costs related to the editing and translation of documents are shown under major programme 220 (Relations, meetings and document services).

Major Programme 40. General Management

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
GENERAL MANAGEMENT	22/00	26/00	8,301,786	1,186,664	9,488,450	-	-	-	-	-
1998-99 TOTALS	**22/00**	**26/00**	**8,301,786**	**1,186,664**	**9,488,450**	-	-	-	-	-
1996-97 TOTALS	**22/00**	**26/00**	**8,301,786**	**1,186,664**	**9,488,450**	-	-	-	-	-

40.1. The objective of this major programme is to enable the Director-General to discharge his responsibility for the efficient conduct of the International Labour Office, subject to the instructions of the Governing Body.

40.2. The Director-General is assisted by three Deputy Directors-General who are responsible, respectively, for policies relating to standards and sectoral activities, development cooperation policies, and relations with the United Nations system and Bretton Woods institutions; and ten Assistant Directors-General who are responsible, respectively, for the active partnership policy, administrative and financial policies, quality controls on the services provided by the technical departments, promotion and coordination of activities directed towards enterprises, the International Institute for Labour Studies, and programme development and implementation in each of the regions. The resources for eight of the Assistant Directors-General are shown under other major programmes and under the International Institute for Labour Studies and the International Training Centre of the ILO, Turin. The resources for this major programme are the same in real terms as for the biennium 1996-97.

Major Programme 50. International Labour Standards and Human Rights

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
50.1	DEPARTMENTAL MANAGEMENT	7/06	6/00	2,039,856	363,744	2,403,600
50.2	APPLICATION OF STANDARDS	34/00	20/00	8,139,231	1,390,863	9,530,094
50.3	FREEDOM OF ASSOCIATION	18/00	6/00	3,736,512	304,000	4,040,512
50.4	DISCRIMINATION AND FORCED LABOUR	18/00	4/00	3,507,072	380,000	3,887,072
50.5	STANDARD-SETTING POLICY AND INFORMATION	11/00	8/06	2,837,904	516,430	3,354,334
1998-99	**TOTALS**					
	REGULAR BUDGET	88/06	44/06	20,260,575	2,955,037	23,215,612
	OTHER SOURCES	-	0/06	57,556	-	57,556
1996-97	**TOTALS**					
	REGULAR BUDGET	88/00	46/03	20,376,663	3,432,133	23,808,796
	OTHER SOURCES	-	0/04	43,140	-	43,140

50.1. International labour standards embody the principles that lie at the core of the ILO's mandate. As such, they guide the activities of the Organization as a whole and provide a framework for action by constituents to achieve the ILO's principles of social justice. The objective of the major programme is the broader observance and implementation of the ILO's principles and standards through an ongoing dialogue with constituents designed to: remind member States of their obligations; enhance their understanding and awareness of international labour standards; and assist in identifying and designing measures to put them into effect. Two approaches are used to achieve this objective: the monitoring of compliance with standards through the supervisory processes, with the various forms of advice and assistance linked directly to them; and, in the framework of the active partnership policy, the implementation of the ILO's principles and standards through coordination and support for the operational activities of other major programmes. Both approaches focus particularly on the ILO's fundamental workers' rights instruments (on freedom of association, discrimination, forced labour and child labour) and other instruments (on employment policy, tripartite consultations and labour inspection) to which the Governing Body has attached high priority. The activities take on increased importance in view of the emphasis placed by the World Summit for Social Development on promoting the observance of international labour Conventions, and particularly those containing basic workers' rights.

50.2. The supervisory work of the major programme centres on its role of servicing the ILO's supervisory bodies: the Committee of Experts on the Application of Conventions and Recommendations, the Conference Committee on the Application of Standards, the Governing Body Committee on Freedom of Association and any ad hoc organs set up by the Governing Body under articles 24 and 26 of the Constitution. Rooted in the supervisory responsibilities of the major programme, its advisory work focuses on the steps that can be taken by constituents to remedy problems in the application of standards identified by the supervisory machinery. A second focus is on the more widespread ratification and implementation of the fundamental ILO Conventions on human rights. The basic Conventions identified by other United Nations bodies, and particularly the World Summit for Social Development, as core standards are Conventions Nos. 87 and 98 on freedom of association, Nos. 100 and 111 on discrimination in employment and occupation, and Nos. 29 and 105 on the abolition of forced labour. To these, in accordance with Governing Body decisions, are added Convention No. 138 on child labour and the four other priority Conventions: Nos. 81 and 129 on labour inspection, No. 122 on employment policy and No. 144 on tripartite consultations. In support of the supervisory, promotional and advisory activities of the major programme, information and guidance on international labour standards and on national labour legislation are provided in relation to the whole range of ILO activities, including the preparation and follow-up of country objectives.

50.3. The new initiatives launched for the promotion of the ILO's fundamental human rights Conventions, which have resulted in a number of new ratifications, have been supplemented by a new reporting procedure under article 19 of the Constitution to examine obstacles to their ratification. A thorough reform of the ILO's standards and supervisory procedures has also been embarked upon. The first stage consisted of the revision of the reporting procedures and the rescheduling of the sessions of the Committee of Experts during the biennium 1994-95. With a view to producing an updated version of the International Labour Code, this has been followed by the "shelving" of a number of Conventions by a Working Party of the Governing Body, and the designation of others for

revision or possible abrogation. In this context, the Governing Body has begun to consider a constitutional amendment to permit the abrogation of out-of-date Conventions. The work of the major programme includes supporting and servicing the Governing Body in the above work and coordinating future standard-setting activities.

50.4. In order to rationalize work on human rights, responsibility for all Conventions dealing with forced labour and migrant workers has been transferred from programme 50.2 (Application of standards) to programme 50.4, which is now called the Discrimination and forced labour programme. All work on freedom of association remains in programme 50.3.

50.5. The resources for this major programme have been reduced by an amount of some $593,000. This includes a reduction of 1/09 General Service work-years, offset by an addition of 0/06 Professional work-years, and a reduction of $477,000 in non-staff costs, of which some $214,000 represents the 20 per cent reduction in RBTC applied to all headquarters departments with the balance being mainly in mission and external collaboration credits.

50.1. Departmental management

50.6. In addition to departmental management, the work of this programme includes coordination of the links between international labour standards and field activities in the context of the active partnership policy. Emphasis will continue to be placed on the promotion of ILO standards and on ensuring that the principles that they contain are duly reflected in the work of other institutions, and particularly by other organizations in the United Nations system, including the Bretton Woods institutions. Special support will be provided to follow up the appeal made to all member States to ratify and implement the ILO's fundamental human rights Conventions and to respond to the standards-related dimensions of the priorities identified by constituents in country objectives.

Coordination of international labour standards and field activities

50.7. The objective of this subprogramme is the use of international labour standards, and especially the core and priority Conventions, as the guiding principles for the technical cooperation and assistance activities undertaken in the framework of the active partnership policy. The integration of the principles contained in international labour standards into the wide range of activities in which the ILO is involved requires the maintenance of a supply of information and assistance to UNDP and other organizations, as well as to the ILO's field structure, and the provision of training and guidance for ILO staff on standards questions arising in their work. Technical assistance will be provided to member States to help them to progress towards the ratification of the ILO's fundamental human rights and other priority standards. Taking account of the comments of the supervisory bodies, assistance will also be provided to improve the implementation of standards that have already been ratified. In this context, technical advice and support will continue to be provided for the identification and implementation of country objectives.

Programme management and support

50.8. Resources are allocated under this subprogramme for the director of the department, secretarial services and for development and support of computer and information systems for the major programme as a whole. Resources are also provided for the preparation of the draft general surveys carried out each year by the Committee of Experts; where appropriate, resources will be allocated to other technical major programmes that assist in the preparation of general surveys. In 1998 the general survey will cover the Migration for Employment Convention (Revised) (No. 97) and Recommendation (No. 86), 1949 and the Migrant Workers (Supplementary Provisions) Convention (No. 143) and Recommendation (No. 151), 1975. In 1999 it will cover the Tripartite Consultation (International Labour Standards) Convention, 1976 (No 144), and the Tripartite Consultation (Activities of the International Labour Organisation) Recommendation, 1976 (No. 152). No provision is made for Commissions of Inquiry to examine complaints under article 26 of the Constitution.

50.2. Application of standards

50.9. The Committee of Experts and the Conference Committee on the Application of Standards play a central role in the ILO's dialogue with its constituents concerning the obligations of member States. The programme's objective of greater acceptance and compliance with international labour standards is therefore pursued through its work of servicing the Committee of Experts and the Conference Committee, the advisory services arising out of the comments of the Committee of Experts and the technical assistance provided in close cooperation with the multidisciplinary advisory teams.

Supervision of the application of standards

50.10. Responsibility for supervising the application of ILO standards is vested in the Committee of Experts and the Conference Committee on the Application of Standards. Most of the work of the subprogramme consists of analysing reports and information provided by governments under articles 19, 22 and 35 of the ILO Constitution for examination by the Committee of Experts. The work of the subprogramme includes servicing the annual sessions of the Committee of Experts, the Conference Committee and the Governing Body Committee on Legal Issues and International Labour Standards. It also has responsibility for examining many of the representations made under article 24 of the Constitution. Provision is made for two sessions of the Committee of Experts to be held in Geneva ($523,731).

50.11. Provision is also made under this subprogramme for the registry and chancery services, which provide an essential supporting function for the supervisory work of the major programme. The function of the registry consists of monitoring the reporting pro-

cedures of the supervisory mechanisms, including communications with constituents. The chancery, in collaboration with major programme 210 (Legal services), is responsible for registering ratifications and denunciations of Conventions, reporting them to the United Nations and member States and corresponding with governments in this connection.

Active partnership policy and the application of standards

50.12. In line with the active partnership policy, an important aspect of the dialogue with member States on the application of ILO standards consists of the provision of technical information and advice, in close collaboration with the other major programmes concerned. With a view to achieving the objective of greater compliance with ILO principles and standards, this information and advice is provided to assist in the adjustment of national law and practice in the context of the globalization of the economy. In response to increased requests for assistance from governments, activities will include the examination of draft labour legislation in collaboration with programme 80.2 (Labour law). In these activities, emphasis will be given to promoting the ratification and full implementation of the five core and priority Conventions for which the programme is responsible, namely Convention No. 138 on minimum age, Nos. 81 and 129 on labour inspection, No. 122 on employment policy and No. 144 on tripartite consultations. With a view to ensuring that the activities of other international organizations have due regard to the values contained in ILO standards, expertise is provided in the form of contributions to reports and publications, advice on the linkage between their programmes and ILO standards, and participation in the human rights activities of the United Nations, UNESCO and other organizations. Contributions are also made to supervising the implementation of standards adopted by other organizations, including the European Social Charter, the European Code of Social Security and the Protocol thereto, in collaboration with major programme 110 (Social security).

50.13. An important component of the activities carried out under this subprogramme consists of the provision to constituents of training on international labour standards. In addition to tripartite seminars financed by RBTC and other sources, an intensive two-week course is programmed every year at the Turin Centre for government officials from countries where the need for training and the potential benefits are greatest. Experience has shown that these activities lead to better reporting in the context of the supervisory system. Contributions are also made to comparable activities covering ILO procedures and standards carried out under other major programmes and at the Turin Centre. During the biennium, greater emphasis will also be placed on the in-depth follow-up of recent general surveys in a number of countries. This will involve examining the information provided in article 19 reports on the obstacles to ratification as a basis for a systematic effort to overcome those obstacles in the countries concerned. In view of the call made by the Governing Body for further action in respect of Conventions that have received relatively few ratifications, an examination will be carried out, in close cooperation with constituents, of the obstacles and difficulties encountered in relation to these Conventions.

50.14. The World Summit for Social Development emphasized the importance of the aim of full, productive and freely chosen employment, as set out in Convention No. 122 and the accompanying Recommendations Nos. 122 and 169. Convention No. 122 has also been identified by the Governing Body as a priority instrument. The activities undertaken to encourage the ratification and implementation of Convention No. 122 will include the continued supervision of its application and the intensification of joint activities with major programme 60 (Employment and training) to link the development of national employment policies and programmes to ILO standards. Drawing on the experience gained from country employment reviews, models of best practice will be established as a guide for constituents and support will be provided for the work of other major programmes, particularly in the fields of poverty alleviation, informal sector employment and labour-intensive activities.

50.3. Freedom of association

50.15. The ILO's standards and principles on freedom of association are vital to the existence and functioning of tripartism and social dialogue, and hence to the successful development of democratic societies. However, the political, economic and social changes of recent years have multiplied the problems faced by employers' and workers' organizations, which are confronted with increasingly complex challenges in carrying out their function of promoting and protecting the rights and interests of their members. In the present context of heightened competitive pressures in the world economy, it is therefore more important than ever to promote the principles of freedom of association and tripartism. The objective of this programme is greater understanding, acceptance and compliance with the ILO's standards and principles on freedom of association and tripartism.

Supervision of ILO standards and principles

50.16. The objective of better observance of the ILO's standards and principles on freedom of association is pursued, under this subprogramme, by supervising compliance with those standards and principles. The activities of the subprogramme include servicing the Conference Committee on the Application of Standards and the Committee of Experts in respect of the standards on freedom of association, the right to organize and collective bargaining. The subprogramme is also responsible for dealing with representations made under article 24 of the ILO Constitution in relation to Conventions on freedom of association. In accordance with the decision of the Governing Body, additional reports will be requested in 1998 from the governments of all States that have not ratified Conventions Nos. 87 and 98. A major component of the work of the subprogramme is its special responsibility for servicing the

Governing Body Committee on Freedom of Association, including the analysis of the complaints brought to the Committee. In the context of the changing world economy, the number of complaints received remains high and their content is becoming increasingly complex.

Promotion of standards and principles on freedom of association

50.17. The objective of this subprogramme is a better understanding, knowledge and application by constituents of ILO standards and principles on freedom of association. In close cooperation with the multidisciplinary advisory teams, this objective will be pursued through the provision of advisory services, the organization of training activities and the dissemination of information. In response to numerous requests for advisory services from ILO constituents, the difficulties encountered by member States in the application of Conventions and principles of freedom of association will be addressed through direct contacts and other means, such as advice on draft labour legislation. Seminars on freedom of association and collective bargaining, either tripartite or for workers' or employers' organizations, will be financed by RBTC resources. In order to promote awareness of the principles of freedom of association, contributions will be made to meetings and other events arranged by constituents and by human rights bodies. With a view to promoting the ILO's basic human rights standards and as a follow-up to the Committee of Experts' 1994 general survey on freedom of association, a particular effort will be made through seminars and other methods to encourage the ratification of the principal Conventions on freedom of association by countries that have indicated their intention or desire to do so. Where these Conventions have already been ratified, emphasis will be placed on promoting their full implementation. In countries with a large rural sector, activities will also focus on the Rural Workers' Organisations Convention (No. 141) and Recommendation (No. 149), 1975.

50.4. Discrimination and forced labour

50.18. The objectives of this programme, based on the broadest possible ratification and implementation of the relevant ILO standards, are the elimination of forced labour and discrimination and the improved protection of vulnerable groups. These objectives will be achieved through educational and promotional activities and the provision of technical advisory services to promote the ratification and improve the implementation of the relevant standards. In addition to the standards on discrimination in employment and occupation, and on indigenous and tribal peoples, the work of the programme now covers the standards on forced labour and migrant workers. The responsibilities of the programme include the coordination of the campaign for the ratification and implementation of the ILO's fundamental human rights Conventions.

Supervision of the application of standards

50.19. The objective of this subprogramme is the broader implementation of ratified Conventions on forced labour, migrant workers, discrimination in employment and occupation, workers with family responsibilities and indigenous and tribal peoples. This objective is pursued through the supervisory functions of the Committee of Experts and the Conference Committee on the Application of Standards. The work of servicing these bodies involves analysing government reports submitted under articles 19, 22 and 35 of the ILO Constitution on the application of the Conventions covered by this programme and dealing with representations relating to these Conventions under article 24 of the ILO Constitution.

Ratification and implementation of fundamental ILO standards

50.20. The objective of this subprogramme is the broader ratification and implementation of ILO principles and standards on fundamental human rights, in particular those on discrimination in employment and occupation and forced labour, as well as those on migrant workers, workers with family responsibilities and indigenous and tribal peoples. Technical advisory services will be provided to assist countries which have encountered obstacles in the ratification of these Conventions; and, where they have already been ratified, to overcome difficulties in their application identified by the Committee of Experts. These services will include comments on draft legislation, the preparation of policy documents on human rights and the provision of assistance for the adjustment of law and practice to the requirements of ILO standards. The measures adopted to implement the Conventions will be studied and information on national experience in this respect will be disseminated through studies and national seminars.

50.21. Educational and training activities to promote equality for women will be carried out in close collaboration with major programme 140 (Equality for women). These will continue to include training seminars at the national level funded from RBTC resources on the most relevant standards and their implementation around the world. These activities will also focus on other vulnerable groups, and particularly migrant workers, ethnic minorities and indigenous and tribal peoples. Studies and training concerning discrimination against persons infected with HIV/AIDS will be undertaken in cooperation with the ILO's tripartite constituents and the UNAIDS programme.

Initiative for the ratification of the ILO's fundamental human rights Conventions

50.22. The Director-General's initiative in 1995 concerning the ratification and implementation of the ILO's fundamental human rights Conventions has resulted in a positive response from many countries. The Governing Body has requested continuing information on the activities undertaken and the results achieved. This subprogramme is responsible for: coordinating the work under this initiative;

examining further measures to enhance the implementation of the ILO's fundamental human rights standards; and reporting to the Governing Body on the progress achieved.

General human rights coordination

50.23. The objectives of this subprogramme are the promotion of the ILO's principles relating to human rights in the work of other international organizations and the improved coordination of ILO work relating to human rights questions within the Office, particularly in view of the heightened commitment of the ILO to human rights. The work of the subprogramme includes ensuring the presence of the ILO in the work of other international organizations in this field and contributing ILO tripartite perspectives to their activities. This is done through the establishment and maintenance of operational relations with the United Nations High Commissioner for Human Rights and the Centre for Human Rights, as well as with regional bodies. The responsibilities of the subprogramme also include following up and implementing the conclusions of international conferences, such as the World Summit for Social Development and the Fourth World Conference on Women, as they affect the ILO's work on human rights.

50.5. Standard-setting policy and information

50.24. The responsibilities of this programme cover: coordination and support for the ILO's standard-setting policy; and the provision of legal information in support of the supervisory system and the application of standards by member States.

Standard-setting policy and preparation of standards

50.25. With the objective of streamlining and strengthening the standard-setting system, the Conference and the Governing Body have commenced a systematic examination of the Organization's standard-setting policy. The work of the subprogramme includes servicing the Governing Body Committee on Legal Issues and International Labour Standards (LILS) and the Working Party on Policy regarding the Revision of Standards. These activities encompass research work, analysis of the standard-setting system and coordination of the proposals submitted to the LILS Committee, as well as the follow-up to decisions taken by the Governing Body in this area. The subprogramme is also responsible for coordinating the work resulting from the revision of standards, examining further measures to update and strengthen the standard-setting system and reporting to the Governing Body on the progress achieved.

50.26. With the objective of providing the Governing Body with a sufficiently broad choice of Conference agenda items for the development or revision of international labour standards, the work of the subprogramme includes the programming and coordination of standard-setting activities and proposals throughout the Office. The work of the subprogramme also covers participation in the follow-up to the decisions taken in this regard by the Governing Body and in the preparatory work for international labour standards, including the preparation of law and practice reports and questionnaires.

Legal information services for the supervisory system

50.27. Complete information about current legislation is indispensable to maintain the quality and relevance of the work of the ILO's supervisory bodies. The objective of the subprogramme is the provision of all the relevant background information, and especially national laws and regulations, to ensure the efficient functioning of the supervisory bodies, particularly the Committee of Experts, and to support the application of international labour standards by member States. For this purpose, the principal legislative developments in member States are recorded in a database that contains among the most extensive and diversified collections of legislation and comparative labour law in the world. The information products and services provided under this subprogramme are grouped under a system known as LABORLEX, which includes a legal information centre, computerized information systems and legal research and documentation services.

50.28. The information activities on standards undertaken in the framework of this subprogramme include the dissemination of information, training programmes and the installation of information systems in developing countries. The ILOLEX database contains the full texts of international labour Conventions and Recommendations and the reports of the supervisory bodies. It is available on the ILOLEX CD-ROM, which is increasingly being used as a training tool on standards by the multidisciplinary advisory teams, field offices and the Turin Centre. It will also be accessible on the Internet, and be rendered more user-friendly following implementation of the project *Enhancing the usefulness to ILO constituents of ILO databases* shown under major programme 145 (Interdepartmental activities). Labour Ministries, employers' and workers' organizations and universities in developing countries are progressively being equipped with the ILOLEX CD-ROM and ILO publications on standards, within the framework of technical assistance activities financed by RBTC resources. The information activities of this subprogramme also include responding to numerous requests for information or publications on the ILO standard-setting system.

50.29. The services covered by this subprogramme continue to include the provision of legislative information to constituents and other regional and technical major programmes. The texts of laws and regulations, publications, comparative analyses and bibliographic research are sent to constituents on request. The NATLEX database, which contains more than 40,000 references to labour legislation, as well as the full text of labour codes and other key legislation, is disseminated on the Internet and on CD-ROM. This information constitutes a valuable source of reference for member States wishing to formulate or amend national legislation, as well as for employers' and workers' organizations, enterprises and universities.

Major programme 60. Employment and Training

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
60.1	DEPARTMENTAL MANAGEMENT	21/00	15/06	5,415,840	1,846,328	7,262,168
60.2	EMPLOYMENT AND LABOUR MARKET POLICIES	41/04	19/11	9,284,392	1,770,192	11,054,584
60.3	TRAINING POLICIES AND SYSTEMS	19/06	8/04	4,258,208	755,000	5,013,208
60.4	MIGRATION FOR EMPLOYMENT	8/00	4/00	1,813,632	225,000	2,038,632
60.5	VOCATIONAL REHABILITATION	10/00	6/00	2,381,760	150,000	2,531,760
1998-99	**TOTALS**					
	REGULAR BUDGET	99/10	53/09	23,153,832	4,746,520	27,900,352
	OTHER SOURCES	3/09	4/05	1,141,720	36,055,000	37,196,720
1996-97	**TOTALS**					
	REGULAR BUDGET	95/03	61/10	23,396,610	4,793,815	28,190,425
	OTHER SOURCES	6/03	7/07	1,928,360	39,293,548	41,221,908

60.1. While high and persistent joblessness is not the only prevailing employment problem, it is the root cause of many ills in the labour market and in society at large. Widespread unemployment is a waste of human resources, giving rise to feelings of anxiety and insecurity; it is also related to mass poverty, not only in developing countries, but also in industrialized and transition economies. It aggravates the position of vulnerable and disadvantaged groups in the labour market and breeds social exclusion, which in turn fosters crime and threatens social cohesion. It also tends to have a negative effect on the quality of employment, including job security and other aspects of working conditions. Moreover, the persistence of high levels of unemployment damages the social institutions established to cushion the negative impact of the loss of employment and income. Trade unions and employers' organizations are weakened at a period when sound industrial relations are required for consensus and concerted action to redress pressing employment problems. The urgency of the situation was recognized by the Committee on Employment Policies at the 1996 Conference, which found the currently high levels of unemployment and underemployment in nearly all regions of the world to be unacceptable. It also drew attention to rising long-term unemployment, the increasing number of the "working poor", whose job fails to pay a living wage, and growing income and wage inequalities, both within and across countries.

60.2. The World Summit for Social Development placed the ILO in the forefront of the fight for more and better employment and greater social justice. The backdrop to the Summit was globalization, or in other terms the growing links between national economies, the resulting intensification of competition and the acceleration of technological change, and the constant need to adjust economies and adapt workers' skills and employability. Globalization requires an appropriate policy framework, both to limit its potentially negative effects, such as job losses, job relocation, insecurity and heightened economic disparities, and to maximize the potential benefits of economic integration, such as higher output and employment growth and a more equitable distribution of the resulting benefits.

60.3. With a view to ensuring that the economic and social opportunities of globalization are fully realized and its benefits channelled into socially desirable directions, the objectives of the major programme are the design and implementation by member States of policies to: promote full, productive and freely chosen employment; improve the functioning of the labour market, without sacrificing employment security; enhance the employability of workers by adapting their skills and competences through training; and strengthen protection and equality of opportunities in occupation and employment for vulnerable groups, particularly young and old workers, women, migrant workers and workers with disabilities, while improving their employability. In this context, an important aim remains the wider observance of the Employment Policy Convention, 1964 (No. 122), and of the international labour standards on human resources development (Convention No. 142), migration for employment (Conventions Nos. 97 and 143) and vocational rehabilitation (Convention No. 159). The achievement of these objectives will be facilitated by the closer integration of the ILO's employment and training policies as a result of the merger of the former Employment and Training departments into a single department.

60.4. The major programme is designed to assist constituents in the establishment, through tripartite forms of social dialogue, of a policy framework for employment generation and training. Assistance will be provided through a series of employment policy reviews, launched as a follow-up to the World Summit for Social Development, as well as through the development of an extended range of indicators of labour performance and the comparative analysis of common employment policy issues. This work will be

carried out in close cooperation with the field structure, and particularly the multidisciplinary advisory teams, which will play a major role in the employment policy reviews. In all the work of the major programme, importance will be attached to the need for social dialogue and the involvement of the social partners in economic reform policies. In these activities, emphasis will continue to be placed on the importance of the social dimensions of economic globalization, inter alia, through the preparation of a *World Employment* report. Dialogue and collaboration will be strengthened with the Bretton Woods institutions, the OECD and the World Trade Organization with a view to reaching a better understanding of the interrelationships between economic, social and employment policies. The work of the major programme is designed to take due account of the conclusions and recommendations of the World Summit for Social Development and the Fourth World Conference on Women, and the conclusions adopted by the Committee on Employment Policies of the International Labour Conference in 1996. Taken together, these prescriptions and commitments provide a consistent set of policy objectives in favour of full, productive and freely chosen employment.

60.5. The resources for this major programme are $290,000 less than in the previous biennium. There has been a net increase of 4/07 Professional work-years, offset by a decrease of 8/01 General Service work-years and a reduction in non-staff costs, mainly in RBTC.

60.1. Departmental management

60.6. In addition to programme management and secretarial support, provision is made under this programme for the monitoring, evaluation and reporting of the work of the major programme as a whole. Provision is also made for the dissemination of the analyses and policy recommendations resulting from the work of the major programme, the analysis of country reports on the application of the Employment Policy Convention, 1964 (No. 122), and the servicing of the Governing Body's Committee on Employment and Social Policy. The work of this programme includes responsibility for the production of *World Employment*. RBTC resources amounting to some $708,000 will be used to provide assistance to ILO constituents in member States.

World Employment

60.7. Taking account of the Conclusions of the Conference in 1996, the *World Employment* series of reports will continue to focus on the employment and social dimensions of the ongoing process of economic globalization and will contain comparative analyses of employment policy issues relevant to countries at all levels of development. Objective analyses will be undertaken of the widest possible range of empirical material on relevant problem areas. The reports will also present sound and practicable policy options to address these problems. They will continue to serve as the main vehicle for the regular monitoring of the global employment situation, in accordance with the lead role on employment issues assigned to the ILO by the World Summit for Social Development. They will also contribute to the ongoing dialogue and collaboration between the ILO and the Bretton Woods institutions, as well as to the consolidation of the ILO's position as a centre of excellence on employment issues. Provision is made for the completion of the 1998 report (on which work will have started in 1997), as well as the initiation of work on the fourth report, to be published in 2000. The development of an international database and specialized technical documentation on employment issues will be an ongoing activity throughout the biennium.

60.8. The third issue of *World Employment* will be published in 1998 and will focus on skills, training and employment in countries at all levels of development. There is growing recognition that rapid changes in technology, the structure of production and the organization of work are having a profound impact on the demand for skills throughout the world. The capacity to adapt successfully to these changes is critical to the success of policies to attain full employment. Training policies have a vital role to play in averting the skill shortages that constrain growth, exploiting new employment opportunities, increasing productivity and international competitiveness, reducing inequalities in earnings and employment opportunities and combating the labour market exclusion of the less skilled. The report will discuss major issues of policy and institutional reform, such as the policy interventions required to correct market failures, the optimal balance between government and private sector provision of training, mechanisms for obtaining a better match between the supply and demand for skills, and measures to improve the effectiveness of training-based active labour market policies in enhancing the employment prospects of disadvantaged groups in the labour market.

Technical cooperation in employment and training

60.9. Technical cooperation is an important aspect of the work of this major programme. Some $27 million in extra-budgetary resources are expected to be made available to finance programmes and projects of assistance to member States and the social partners to support the design, implementation and evaluation of policies and programmes in the fields of employment and training. Technical cooperation activities relating to employment promotion will focus on improving the use of labour market information systems, coordinating job creation and training programmes with social measures and developing comprehensive labour market programmes, including the integration of employment measures in the design of structural adjustment programmes. Technical cooperation activities in the field of vocational training will be designed to assist member States and the social partners improve the organization and management of systems of life-long learning for employable skills. Particular emphasis will be placed in this respect on promoting methodologies that provide skills to enhance occupational mobility in the modern sector and which support self-employment and income-generating activities in the informal sector. Building on the results of the action programmes carried out in this field in the biennium 1996-97,

technical assistance will be provided to promote youth employment and to help countries emerging from armed conflict to facilitate the economic and social rehabilitation of ex-combatants, refugees and other population groups through employment creation and skills development.

60.10. This subprogramme will be responsible for coordinating technical cooperation activities in the fields of employment and training. A special effort will be made to raise additional extra-budgetary funds for these activities. In accordance with the Conclusions of the Conference in 1996, good technical cooperation practices in the fields of employment and training will be identified and analysed, and the findings will be made known to member States.

60.2. Employment and labour market policies

60.11. The challenge of achieving full and productive employment is formidable. Despite isolated yet significant progress in Asia, unemployment and poverty are worsening in the developing world. Mass unemployment is widespread in the transition economies and high levels of unemployment continue to predominate in many industrialized countries. Women, older workers and young people are particularly badly affected by these problems, which have occurred against a background of globalized markets that offer the potential for better employment, but are also a source of dislocation and insecurity. More than ever, the implementation of core labour standards needs to be stressed. Increased flows of trade and more open markets have very different implications in the various regions. In the industrialized countries, both intra- and inter-industry trade have increased, bringing an increased demand for more skilled workers and greater pressure on labour markets. Jobs are lost and others are created, often involving atypical forms of employment. Developing countries are in turn faced with both the effects of increased competition and their greater exposure to world scrutiny of workers' rights and working conditions. There is a role for greater tripartite participation, particularly in the design of programmes for structural adjustment. In all regions, the role of the ILO is to contribute to a better understanding by constituents of the links between globalization and trends in national employment and labour market performance, as well as to recommend alternative courses of action for the more effective implementation of employment and labour market policies and programmes.

60.12. The objective of this programme is the enhanced capacity of member States, with the full participation of the social partners, to analyse and evaluate employment and labour market policies and programmes, taking into account both external factors and their own economic and social situations. In the technical support provided to constituents, particular attention will be paid to measures to improve the employment prospects and social integration of vulnerable groups. The work of this programme will enable the ILO to strengthen its dialogue with the Bretton Woods institutions, the OECD and the World Trade Organization with a view to promoting a better mutual understanding of the interrelationship between economic, employment and labour market policies.

Globalization and employment policy

60.13. The objective of this subprogramme is the design and implementation by constituents of policies and programmes that promote full employment and are adapted to rapidly changing global markets. In the analytical and information activities of the subprogramme, particular attention will be paid to policy options in the context of regional integration, and to the international process of job creation and its regional and subregional implications. Reviews will be undertaken of structural adjustment programmes in order to update the ILO's knowledge base in this major area and to support the dissemination of information on balanced approaches to the liberalization of markets in a context of social justice. Continued data collection and study in this field is essential to the maintenance of dialogue with the Bretton Woods institutions. The work of this subprogramme will contribute to the follow-up to the World Summit for Social Development and the G7 Employment Conference in Lille, as well as assisting in the implementation of the conclusions adopted by the Conference in 1996. The work of the subprogramme includes servicing the Governing Body Committee on Employment and Social Policy and the Working Party on the Social Dimensions of Trade Liberalization.

The employment and labour market impact of regional blocs

60.14. One aspect of globalization is the growth of regional economic and trading arrangements. The emergence of regional economic blocs can be seen as either a step towards the fuller integration of all countries into a multilateral trade system, or conversely, as an obstacle to that process through the diversion of trade and the distortion of competition elsewhere. However, a group of countries that has accepted a set of mutually applicable rules may be more ready to harmonize other trade-related regulations and observe core international labour standards. A comparative analysis will be prepared of the effects on employment and labour market policies of establishing regional groupings. An analysis will also be carried out of the employment and labour market impact of regional integration policies on countries outside the regional bloc. The objective of this work is greater understanding of the employment consequences of policy options on trade linkages. This research will also address the issue of whether a *de jure* trading arrangement is likely to be more beneficial for employment and the application of labour standards worldwide than *de facto* trade links based on the rules set by the World Trade Organization. The systems of investment and subcontracting that link a number of Asian and Central and Eastern European countries will be assessed in order to establish whether they promote more and better employment. This work will be used for the preparation of working papers, and the production of a major report and policy briefs synthesizing the findings of the research. The results of the work will be discussed at a regional tripartite meeting.

Job creation and destruction

60.15. There is considerable concern in OECD countries at the disappearance of jobs due to the relocation or suppression of industrial subsectors and technological developments. The recommended policy responses focus on skills upgrading and labour market flexibility. The phenomenon of job disappearance, and more particularly the disappearance of full-time jobs hitherto occupied by low and semi-skilled workers, needs to be seen in the dynamic context of the need for job creation at the national level and the changing content of trade flows and skills requirements. In view of the inherent difficulties involved in identifying some of these features, any empirical results can only be approximate. However, concern over job relocation is so great that it is essential to identify its significance. The major changes that have taken place in the supply patterns of goods and services will be analysed and their implications for employment policy assessed at the national and international levels. This work will be designed to create greater understanding of relevant policy variables, such as exchange rate stability, education and training levels, gender-related wages, skills and labour market regulation. The findings will be set out in publications addressed to the international community and policy-makers.

Structural adjustment, employment and the role of the social partners

60.16. Experience has frequently shown that structural adjustment programmes are not successful unless they are based on a social consensus concerning the need for adjustment, the principal instruments to implement adjustment and a realistic timetable. Overly optimistic assessments by Ministries of Finance and international financing agencies of the speed of adjustment may result in insufficient attention to the costs and duration of adjustment. Furthermore, without consensus, the easiest decisions, those with apparently the least social cost, are likely to be taken first, which may make later decisions all the more difficult. There needs to be greater transparency in economic policy-making and well-informed debate, aided by participatory institutions. This in turn requires active participation of the Ministry of Labour and the organizations of workers and employers.

60.17. The objective of this research project is increased awareness of the importance of social consensus in economic policy-making and the enhanced capacity of workers' and employers' organizations to participate in the design of structural adjustment programmes. This research will investigate: recent experience in achieving, or failing to achieve, social consensus ahead of major economic decisions and the role of institutional features including the participation of workers' and employers' organizations in preliminary discussions; the scope for contingency planning precisely between Ministries of Finance and of Labour, jointly with the social partners, to prepare for possible significant change in policies and assure their social implications; and the possible preparation of national tripartite pacts in which employment and social goals are specified, trade-offs are identified and all possibilities for domestic resource mobilization considered. These pacts could include commitments by all sides to joint action in the event of severe economic dislocation. The output of this work will be a report for dissemination to the constituents and a series of national tripartite workshops organized jointly with the multidisciplinary advisory teams.

Action programme

Globalization, area-based enterprise development and employment

60.18. The process of globalization, economic liberalization and deregulation has a direct impact on local labour markets. It offers enterprises many benefits, such as easier access to new markets, but also results in increased competition and increased mobility of investment. The immediate consequence for local economies is usually higher unemployment, particularly in the event of the relocation of production plants by multinational enterprises, the restructuring or closure of enterprises in so-called "company towns" and the closure of military bases and arms production facilities. In response to such situations, initiatives are often taken to bring together all the economic actors affected at the local level (including employers' and workers' organizations, local government agencies, community organizations and NGOs) to stimulate economic growth and the creation of employment through local economic development initiatives. Experience from a number of countries has shown that this approach, combined with concerted efforts to attract and retain productive enterprise investment from outside the local area, can be very effective in addressing employment and other social concerns.

60.19. The objective of the action programme is greater awareness by local authorities, employers' and workers' organizations and NGOs in member countries of the benefits of area-based enterprise development programmes in terms of employment generation at the local level, with a view to improving their design and achieving wider implementation. A review will be undertaken of experience of local economic development programmes worldwide to identify best practices for locally driven strategies to attract and retain outside investment, diversify local industry, promote entrepreneurship, target business support services to enhance enterprise productivity and competitiveness, link local small businesses with global markets, develop public-private partnerships to facilitate retraining and provide temporary wage subsidies, and investment incentives. Attention will be given to particularly effective strategies for the design and operation of local enterprise development agencies by the social partners or with their full involvement. With regard to strategies for attracting and retaining enterprises, an examination will be undertaken of the characteristics of labour institutions and labour-management cooperation that appear to have influenced the arrival or relocation of enterprises. The relative importance of labour costs, labour quality, training institutions and labour regulations in this respect

will be analysed along with other factors such as tax structures, recruitment incentives and the transport infrastructure. Attention will also be paid to the way in which the upgrading of local infrastructure using employment-intensive methods through small subcontractors and micro-enterprises can contribute to employment creation and attracting or retaining investment. In those cases where investment resources are available from development banks and other donors, successful strategies will be identified for the use of such resources by local stakeholders for community development. The results of this research will be published in a manual for use by the multidisciplinary advisory teams in their advisory work, including a selection of "best practice" case studies and the lessons learned (including the roles of the social partners) in a variety of contexts and local circumstances.

Labour market information and policies

60.20. Labour market policies are designed to improve the flexibility and efficiency of labour markets, increase equality of opportunity and raise employment prospects. The formulation and evaluation of labour market policies is facilitated by the existence of sound labour market information systems. Indeed, the greater rapidity with which jobs are now being created and destroyed means that workers, employers and governments need better labour market information and that policy measures have to be adopted to improve the access of workers to employment through assistance in the fields of job search, skills upgrading and updating and, where necessary and possible, income support. Countries in transition in particular are striving to implement cost-effective labour market policies and programmes and can be assisted by evaluations of the effectiveness of such instruments elsewhere. Inevitably some population groups are particularly vulnerable to current developments, such as women, youth, persons with disabilities and older and migrant workers. Indeed, the need to address the employment and labour market difficulties faced by vulnerable groups was emphasized by the World Summit for Social Development and the Fourth World Conference on Women, and reiterated by the Conference Committee on Employment Policies in 1996. The objective of this subprogramme is therefore the strengthened capacity of governments and the social partners to collect, analyse and disseminate information with a view to the design and implementation of policies and programmes that improve labour market efficiency and equity in a context of industrial and enterprise restructuring.

60.21. The assistance provided to constituents for the achievement of this objective will include the delivery of technical advisory services on the collection and analysis of labour market information and the adaptation and development of labour market information systems. The work of the subprogramme will also involve collaboration with the OECD and other agencies on issues related to labour policies and active labour market programmes in industrialized and transition countries. This work will provide a basis for dialogue with the Bretton Woods institutions on issues related to labour market reform, flexibility and deregulation.

60.22. Activities to address the employment and labour market difficulties of vulnerable groups will include comparative policy analysis, information dissemination and training. The work of the subprogramme relating to the employment situation of women will contribute to the International Programme on More and Better Jobs for Women (see major programme 140) as the ILO's follow-up to the Fourth World Conference on Women. In close collaboration with the International Programme for the Elimination of Child Labour (IPEC), research findings will be disseminated, policy studies extended to additional countries and sectors, and impact assessments made of national projects for the elimination of child labour. Building on the results of the action programme on youth unemployment undertaken in the biennium 1996-97, policy advice will be provided to constituents on the integration of young people into the world of work, policy guidance will be disseminated and a youth module will be developed for labour market information systems. A comparative analysis will be also made of employment and labour market policies for older workers in industrialized countries, in developing countries with rapidly ageing populations and in transition countries.

Improving labour market indicators and information

60.23. The significant changes that have taken place in the structure of production and employment mean that lifetime employment with one employer is becoming unusual and that workers increasingly need to change jobs, occupations and careers. Governments, employers and workers need timely and accurate information on labour market developments. In turn, labour market indicators and information have to reflect new forms of employment, high labour turnover, workers' training needs and shortages of skilled workers, as recognized by the Committee on Employment Policies when it requested the Office to develop "an expanded range of indicators of labour market performance" and to "assist member States in improving the collection of labour market information and widening the availability of labour market indicators to include new employment trends". A new set of labour market indicators appropriate to the changing global labour market will therefore be developed. Guidelines and modules for measuring, collecting and analysing the selected labour market indicators will then be prepared and disseminated. This work will be carried out in close collaboration with the field structure in order to achieve consistency, especially in the Asian and Latin American regions. When new indicators are available for a sufficient number of countries, consideration will be given to including them in the statistical publications produced under major programme 120 (Statistics).

Action programme

Labour market information systems for human resource development

60.24. Labour market information, especially on demand for labour, is crucial for the design of training and retraining programmes and for the formulation of policies and programmes to promote employment. Governments and the social partners can only formulate effective training and employment policies if they have a sound understanding of the rapidly and constantly changing nature and location of jobs and skill requirements; the manner in which enterprises are adjusting production, investment and the organization of work; and the way in which they are using internal and external labour markets. But many of the institutions and partners responsible for the formulation of these policies in developing countries lack an adequate understanding of labour market information and its use.

60.25. The objective of this action programme is the development of greater capacity by the relevant policy-makers and the social partners to compile and use labour market information for the formulation of more effective and coordinated training and employment policies and programmes. Building on the ILO's work on labour market indicators, labour market information systems and enterprise surveys, guidelines will be prepared on the compilation, analysis and dissemination of labour market information, as well as on its use in the design of training and retraining programmes and employment policies. Assistance will also be provided in two or more countries for the establishment of pilot labour market and training observatories, bringing together researchers, administrators, statisticians, employers and others with access to labour market and training information. Emphasis will be placed on alerting policy-makers and planners to labour market developments and changes as a basis for timely and realistic policy responses, as well as on the sharing of information and capacity-building at the local and national levels.

Labour market flexibility and employment security

60.26. Many observers consider that labour market regulations, such as minimum wage fixing machinery and employment security rules, reduce labour market flexibility and slow down labour market adjustment. The *World Employment* 1995 cited several reasons why such reasoning was flawed and pointed to the lack of empirical evidence. In 1996, the Conference Committee on Employment Policies emphasized that the ILO should undertake a comparative analysis to improve the design of labour market institutions and regulations which best satisfy the twin imperatives of competitiveness and an adequate level of social protection. Research will be carried out to investigate the impact of labour market regulations and "deregulation". Drawing on earlier work, information on labour market regulation and deregulation, including their effects on the observance of labour standards and the process of tripartite consultation, will be compiled and analysed. National case studies will be carried out in each region to investigate whether deregulation has been substituted by new or strengthened institutions for tripartite consultation or by other measures to protect workers. The case studies will also examine whether the social benefits provided by the enterprise have been replaced by an increase in publicly provided, negotiated, community-based or commercially arranged benefits. The case studies will be published in working papers and their findings used in policy advisory work.

Labour market policies for transition economies

60.27. Although there are encouraging signs of revived economic growth in several European transition economies and continued rapid growth in most Asian transition economies, the countries concerned are likely to continue experiencing serious employment problems, especially in view of previous labour retention practices and the increased pressure on enterprises to raise productivity. The Office has acquired a pool of knowledge on the labour market policies and programmes implemented in various transition economies in Central and Eastern Europe and in Asia. With the objective of improving understanding by constituents and ILO staff of the effectiveness of specific labour market policies and programmes and the contextual factors influencing their success or failure, research will be carried out to identify labour market policies and programmes that have been effective in creating employment in transition countries. The policies and programmes investigated will include assistance to surplus workers in regions of high unemployment, the integration of unemployment benefits with job search incentives, the introduction of job subsidies and approaches to reducing the social burden on state-owned enterprises without adversely affecting worker protection. Taking account of this work, a comparative analysis will be produced of the effectiveness of the various labour market policies and programmes used in transition economies and a set of guidelines on policy issues will be developed for the use of the multidisciplinary advisory teams.

Economic development and core labour standards in developing countries

60.28. The ILO's core labour standards may be viewed as human rights which need no particular economic rationale. But if it can be demonstrated that respect for core standards has a positive economic effect, then the commitment to their observation would improve and the search for means to implement them would intensify. It is therefore proposed to examine the economic impact of the implementation of core labour standards in developing countries. This review will take into account earlier work by the ILO on this subject, recent work by the OECD on the impact of core labour standards on trade performance and employment, and the discussion in the Working Party

of the Governing Body on the Social Dimensions of the Liberalization of International Trade. It will be based on national case studies in selected developing countries and on statistical analysis. It will look beyond the short-term impact of standards on costs and procedures at the long-term benefits of standards for economic and social development. The output will be a research report for dissemination to all constituents and for discussions by the Governing Body.

Follow-up to the World Summit for Social Development

60.29. The employment problems of most countries are closely associated with inadequate rates of growth, which in turn are attributable to national policies and structural constraints. The globalization of trade, production and capital flows is having a significant impact on the policies of member States, and hence on their employment situation. The institutions that support employment policy, such as systems of work organization and industrial relations, are also affected by this process. The objectives of the subprogramme are the establishment by member States, with the fullest participation of the social partners, of an optimal employment policy framework, based on the appropriate institutions, and the development of effective mechanisms to monitor and evaluate national employment performance. The assistance provided to constituents to achieve these objectives will take the form of country employment policy reviews. These consist of a thorough examination of current employment strategies and the formulation of an appropriate choice of economic and social policies with a view, in the context of globalization, to: the promotion of growth, employment generation and social justice; the establishment of efficient institutions and an efficient industrial relations system for employment promotion; the improvement of job quality; the reduction of discrimination and the provision of special support to the most vulnerable groups; and the development of an effective monitoring mechanism to evaluate the country's employment and labour market performance, and of an analytical capacity to assess the need for policy changes.

60.30. In continuation of the initiatives adopted during the biennium 1996-97 to follow up the World Summit for Social Development, some eight to ten country employment policy reviews will be carried out during the biennium 1998-99 in selected countries that are representative of the problems and challenges encountered at different levels of development. The reviews will be conducted with the agreement and commitment of the countries concerned, and in close consultation and collaboration with the social partners. The review exercise will include consultation and advisory missions and the organization of national tripartite seminars, particularly for the achievement of consensus to support changes in the employment policy framework. The review exercise will provide a basis for the provision of further assistance on employment issues in the country concerned and will strengthen reporting under Convention No. 122.

60.31. The country employment policy reviews carried out in the biennia 1996-97 and 1998-99 will provide a basis for the identification and documentation of successful policies and practices in the fields of employment and training. The findings will be disseminated to member States and will enable the Office and other international agencies to undertake a comparative analysis of significant issues, such as the social impact of market liberalization, and to recommend international action in support of full employment. The reviews will provide valuable inputs into systems of regional and global monitoring and evaluation, including the ILO's *World Employment*. The synthesis and evaluation of the evidence and lessons of policy reforms at the national level will enable the ILO to participate effectively in policy debates on employment promotion at the national and international levels and will strengthen its dialogue with the Bretton Woods institutions and the United Nations system on issues related to the social impact of globalization and structural adjustment. These national and cross-national reviews will also help to indicate future directions for ILO technical assistance to constituents.

International Consultation on Follow-up on the World Summit for Social Development

60.32. Following the World Summit for Social Development in March 1995, several countries adopted measures to achieve the goal of employment promotion to which the Heads of State and Government committed themselves. Some initial outcomes of these measures are becoming apparent. A high-level tripartite consultation of policy-makers from developing, transition and industrialized countries will be held for three days in Geneva in 1999. Participants will include representatives from 30 governments, 15 employers' organizations and 15 workers' organizations ($289,000). The meeting will review the action taken and the results achieved at the national level, examine the reasons for their success or failure and identify the constraints inhibiting the economic growth that leads to employment generation. The meeting, to which other international agencies will be invited, will also seek to identify measures that can be taken to support the policy and institutional reforms that may be necessary to promote the goal of full employment.

60.3. Training policies and systems

60.33. Training and life-long learning are critical elements in achieving the dual aims of economic efficiency and social equity. The increased competitiveness of global markets is forcing countries, enterprises and individuals to rely on knowledge, innovation and technical capacity in order to raise their productivity. Training is also a means of combating unemployment, poverty and social exclusion by enhancing the employability of workers, facilitating their access to the labour market and providing them with the skills to be able to progress through unstable and changing jobs into productive and freely chosen employment.

60.34. In the search for ways of improving the effectiveness of skill development systems, many countries have embarked on the reform of education and training systems. The aims are to: create flexible linkages between education, training and work; coordinate the efforts of the public and private sectors; and provide incentives for the continuous upgrading of the labour force through pre-employment and recurrent training that is closely linked to the world of work. However, governments, enterprises and employers' and workers' organizations face considerable difficulties in formulating appropriate policies and programmes, including the lack of information on real skill requirements. In developing countries, structural adjustment programmes have reduced public expenditure on education and vocational training, resulting in a need to identify new sources of financing. Where reforms rely on market forces, there is a greater need for transparency, better coordination between the supply and demand for skills and compensation measures to redress imbalances. Moreover, the changing training environment has led to a decline in dialogue among the social partners, thereby creating the need for innovative and more effective forms of participation and consensus-building among stakeholders.

60.35. The objective of the programme is the design and implementation in member States of viable training policies and programmes which improve the responsiveness of training to changing economic and labour market conditions and promote equitable access to good quality training and life-long learning opportunities for all workers, including those facing adverse economic, social and cultural conditions. The work of the programme will focus on three issues that are of fundamental importance for the success of training reform at three critical decision-making levels, namely training policies, organizational systems and the delivery of services. This work will be supported by research into the changing role of the State and the private sector in the provision of training, including new forms of tripartite participation and social dialogue on training. The results of the 1996-97 action programme on skills and entrepreneurship training for countries emerging from armed conflict will be integrated into policy advisory and technical cooperation activities.

60.36. Policy-makers, training planners and practitioners, including employers' and workers' organizations, will be assisted in the achievement of this objective through the provision of technical advisory services and the organization of workshops, training activities and technical meetings. In these activities, emphasis will be placed on promoting the exchange of ideas and experiences with a view to fostering cooperation between countries. These activities will be complemented by the collection, analysis and dissemination of information and the publication of studies and guidance materials, including user-friendly policy briefs, for the use of governments, employers' and workers' organizations, enterprises and public, private and community-based training agencies. Throughout the work of the programme, priority will be given to promoting the observance of international labour standards concerning human resources development. Extra-budgetary resources are expected to become available to finance assistance to constituents in the area of training policies, strategies and systems. SPPD activities will also be undertaken in these fields.

Training policy analysis and development

60.37. In order to ensure that economic development is not held back by skills shortages, it is necessary to adopt innovative policies and measures to improve training responses to the changing demand for and to establish a system of incentives and support that encourages employers to offer training and workers to seek it. In this context, bridges have to be built between education, training and employment if equitable opportunities for life-long learning are to be available to all sectors and groups. Education, vocational training and labour market policies have to be coordinated and integrated into broader public policies emphasizing human resources development, employment and productive work in an enabling macroeconomic environment. Policy-makers and planners therefore need to design and implement effective training reform strategies that are in accordance with national objectives and priorities.

60.38. The objective of the subprogramme is the development by constituents of realistic and consistent training policy options that contribute to the establishment of an environment in which the collective efforts of governments, enterprises, individuals and employers' and workers' organizations are mobilized so as to ensure that training systems respond to economic and social needs. In ILO activities to assist constituents to achieve this objective, emphasis will be placed on the more widespread observance of the ILO's values and principles. The technical support provided will include advisory services to assist the design and development of training policies, the organization of workshops, research and the analysis of training policies and issues. This work will be supported by the preparation and dissemination of policy briefs and the production of training modules to guide policy analysis and development.

The changing role of the State and the private sector in training: Building partnerships

60.39. The growing role of the private sector in market-oriented training systems is a reflection of the realization that public resources will never be sufficient to cope with increasingly diverse training needs. In a context in which government training institutions face difficulties in responding to the rapidly changing needs of enterprises and individuals, the private sector offers considerable potential for increasing the volume, relevance and efficiency of training. However, governments in developing and transition economies are encountering particularly serious difficulties in reforming their training systems, modernizing and adapting their structures, developing a favourable environment and encouraging cooperation and partnerships between the private and public sectors. The potential, opportunities and constraints of market-oriented training systems will therefore be analysed in a variety of economic, social and cultural environments. The policies and measures that have been adopted in some six or eight industrialized,

transition and developing countries to create a favourable environment for the increased participation of the private sector in training will be examined and their results assessed in terms of the effectiveness, equity and sustainability of national training systems. The findings of this work will be discussed at international fora and in informal expert circles. A publication will be prepared and disseminated to constituents with a view to the adoption of policies and strategies to strengthen and focus the new role of governments in guiding and supporting the overall national training effort. This role includes the establishment of a regulatory framework to counteract and balance distortions inherent in open and decentralized training markets, and the development of mechanisms for the provision of training to socially excluded and vulnerable groups.

Action programme

Tripartite participation and social dialogue on training

60.40. The trend towards privatization, decentralization and enterprise-based training has resulted in a reduction in the influence of traditional tripartite mechanisms in the field of training. Strategic decisions on training are increasingly being taken at the sectoral, regional, local, enterprise and plant levels and in the context of mutual interest groupings. However, the lack of participatory mechanisms and of the technical capacity of workers' and employers' organizations and their representatives to negotiate effectively on training policies and operational matters at all these levels means that there is no adequate pressure to counterbalance the tendency of market forces to concentrate training opportunities on the most privileged sectors of society. In order to ensure that training is adapted to national employment and social needs and that social dialogue exists in the new context of privatized, decentralized and enterprise-based training, it is necessary to reinforce the effectiveness of national tripartite mechanisms and to develop an approach to decentralized levels of dialogue and the creation of new and complementary forms of participation on training matters, including bipartite negotiation between workers and employers.

60.41. The objective of the action programme is the adoption by member States of new and more effective forms of participation, particularly at decentralized decision-making levels, as a means of strengthening effective tripartite dialogue on training. Case studies of innovative practices and success stories will be carried out. The results will be used as a basis for assisting three or four countries to establish new forms of dialogue and participation on training issues among the social partners. This assistance will take the form of advocacy, the dissemination of information, the provision of advisory services to employers' and workers' organizations and the organization of training activities for government officials and representatives of employers and workers. The experience from this work will be assessed as a basis for its publication, dissemination and adaptation in other countries.

Organization and management of training systems and institutions

60.42. Training systems are becoming increasingly complex. The traditional pattern of one or several publicly funded and administered training institutions providing training for most of the workforce is giving way to the emergence of a decentralized and competitive training market. The multiplicity of training providers has made it increasingly important to establish standards and coordination mechanisms for the many training providers and users. However, traditional institutions are no longer capable of organizing and managing training delivery by both national systems and decentralized training operators. An interesting development in this respect is the emergence of new arrangements in several countries to address the training needs of specific economic sectors, groups of enterprises, regions and local environments. These developments, which are designed to improve the match between the supply and demand for skills and to make the best use of the available training infrastructure, technical capacity and financial and human resources, can serve as a point of reference for policy-makers, managerial staff in training authorities and private training providers who are considering reforms to the training system.

60.43. The objective of the programme is the encouragement of a more demand-driven approach by training institutions through: the adoption of incentives and training needs assessment schemes to match the supply and demand for skills; the development of a statistical research and information base, combined with mechanisms for its utilization in the planning and management of training by public and private providers; and the introduction of training standards and quality control mechanisms. Assistance will be provided to constituents upon request for the design and development of national strategies to improve the organization and management of decentralized training systems. In these activities, emphasis will be placed on establishing and strengthening the incentives and support required to develop and operate flexible and high-performance training institutions at the national, regional, sectoral, industry and local levels. Successful experiences will be analysed, documented and disseminated among ILO constituents. As a basis for this work, planning and managerial tools and techniques that have proved effective under specific circumstances will be made available to member States through advisory services, national workshops and the production of information materials for distribution among training institutions worldwide.

Action programme

Financing of training

60.44. Financing is one of the most controversial and significant policy factors in the functioning of training systems. There is an increasingly widespread trend to encourage the progressive transferral of the financial burden of in-service training to enterprises and, more recently, to individuals. However, although large and multinational enterprises usually have adequate training budgets, most medium and small-scale enterprises, particularly in poor countries, are unable to afford the cost of training their employees. A variety of measures have been adopted in different countries to promote investment in training, including fiscal incentives, the establishment of national training funds and the allocation of resources from unemployment and social funds for training and retraining programmes. These measures need to be assessed and compared in order to guide and enlighten policies in member States.

60.45. The objective of the action programme is greater awareness by policy-makers, training administrators and employers' and workers' organizations of the available options for the financing of training, with a view to the establishment of improved financing mechanisms for training, the diversification of sources of funding, the adoption of appropriate policies in the allocation of public funds and, in general terms, an increase in the overall level of investment in the development of human resources. Building on research work conducted in previous biennia, the various financing mechanisms for training will be assessed. The findings will provide the basis for the preparation of guidelines for policy-makers and administrators, the publication of case studies on a selection of good practices and the provision of advisory services to two or three countries that are in the process of reforming their financing arrangements for training. This work will lead up to the provision of policy advice to constituents in a broader range of countries and the formulation of proposals for technical cooperation activities to be funded from extra-budgetary resources.

Innovative approaches and methods for flexible training delivery

60.46. For workers to be able to adapt to the diverse skill needs of rapidly changing labour markets, they will need a greater capacity to learn and develop broader skills as a platform for continuous training, rather than acquiring fixed and narrow technical skills during a single period of training. To match these needs, a diversified supply of good quality training will have to be available, offering combinations of information and guidance services and interconnected paths of initial training. Emphasis needs to be placed on competency-based training and the development of competence standards and certification systems for the recognition of the experience and skills acquired in formal and informal training. In this context, training content and methodologies have to be flexible to increase labour mobility and the employability of new entrants to the labour market and displaced workers. However, to be in a position to respond to these needs, constituents require greater knowledge of the possible options, combined with assistance in analysing and identifying those that are most appropriate to their specific situation.

60.47. The objective of the subprogramme is the adoption by training planners and practitioners in member States of flexible approaches to initial and continuous training as a basis for the establishment of competency-based delivery systems adapted to national requirements. The support provided to constituents to contribute to the achievement of this objective will be based on the expertise developed by the Office over the years on modular training methodologies and participatory approaches to the development of flexible training delivery systems. Practical guidelines and briefing materials on international experience will be produced for the use of planners and practitioners at the national level. Support will also be provided for the development of pilot experiences of flexible competency-based training itineraries. The results of research on new and effective methods of developing skills, knowledge and attitudes, in which emphasis is placed on the identification of core competencies and the acquisition of new skills through recurrent training, will be compiled, analysed and disseminated. An examination will also be made of the recognition of prior learning and the certification of skills that have been acquired both formally and informally on the basis of agreed standards. A study on the most recent approaches to competence standards and certification systems will be published and discussed at national workshops and other regional and international meetings.

60.4. Migration for employment

60.48. The number of international migrants is constantly increasing. Many of them migrate on a temporary or irregular basis, which exposes them to acute protection problems and exploitation. Others move to join established migrant populations, many of whom are already among the marginalized and socially excluded. The management of migrant flows at both ends of the migration chain has become more difficult and contentious, not only for countries joining the ranks of senders or receivers of migrants, but also for traditional sending and receiving countries. Data for the assessment of migratory flows and stocks are scarce and methods for the evaluation of different migration policy measures have yet to be developed. An unprecedented number of countries are now involved in the international migration of labour and are confronted by problems of increasing complexity. The concerns of migrant-sending countries revolve around securing the greatest quantity of high quality job opportunities for their citizens, ensuring that private recruitment agents perform non-exploitative matching functions and the successful reintegration of workers. Migrant-receiving countries have to design and implement policies that strike a balance between the economic advantages associated with the intake of migrant labour and the protection that they have to

provide to vulnerable foreign workers. They also need to adopt measures and policies to address the issue of the illegal employment of migrants. The objective of the programme, based on the comparative knowledge base developed by the Office, is the design and implementation by constituents of policies and measures that provide effective protection to migrant workers and improve the management of migrant flows, particularly in terms of reducing irregularities and integrating established migrants into their host societies.

60.49. The activities undertaken to assist constituents to achieve this objective will consist principally of policy analysis and technical advisory services, supported by a special effort to deepen and widen the ILO's information and database on the trends of migrant flows and stocks, their occupational and sectoral characteristics, the conditions under which they work, the protection problems encountered by various categories and discrimination issues. The programme's policy and technical advisory activities are designed to assist both emigration and immigration countries in the formulation of migration policies and legislation, and in the design, establishment and strengthening of administrative structures and procedures for the achievement of national policy goals in relation to migrant workers. For labour-receiving countries, the issues covered by these activities include the recruitment, employment and return of foreign labour, including the protection and integration of migrant workers and the role of private employment agencies. For labour-sending countries, the main questions include access to employment, controlling private employment agencies, protecting emigrant workers, facilitating remittances and coping with return migration. A new activity is the carrying out of occasional studies on the persistent maltreatment of migrant workers in cases where such situations do not give rise to representations or complaints under articles 24 and 26 of the Constitution, or in countries that have not ratified the relevant ILO standards. This matter will be further considered by the Tripartite Meeting of Experts on Future ILO Activities in the Field of Migration to be held in April 1997.

60.50. Extra-budgetary resources of some $1.7 million are expected to become available during the biennium for work on discrimination, the integration of migrant workers into the labour market and the Informal Network on Foreign Labour in Central and Eastern Europe. RBTC resources will be used for technical advisory work.

Drawing lessons from migration policy analysis

60.51. In support of the technical assistance provided to constituents, research will be carried out successively in three interrelated areas. In the first place, research will focus on why many policies to protect migrant workers and regulate migration do not appear to be achieving the intended results. Methods will be developed for evaluating the effectiveness and efficiency of national policy measures and programmes in this increasingly complex field as a basis for the improvement of the relevant procedures, institutions and training programmes. This work will cover issues such as whether the setting by migrant-sending countries of maximum recruitment fees and minimum wages for certain categories of vulnerable migrants achieve their aims. Another issue that will be examined is whether encouraging workers to seek foreign employment opportunities and send back remittances conflicts with the commitment to protect citizens abroad.

60.52. An examination will be undertaken of the growing difficulties of successfully integrating established migrant populations into the labour market. Despite the adoption of many measures to address this problem, economic marginalization and social exclusion in Western Europe and North America tend to take on an ethnic colouring, with a resulting heightening of social tensions, discrimination and xenophobia. Many hypotheses are advanced for this disturbing development, including the decline in low-skill manufacturing jobs, the cultural traits attributed to first and second-generation migrants, discriminatory hiring by public and private employers and the ineffectiveness of training policies. In view of the uncertainty about how effective integration can be achieved, the research will focus on identifying those aspects of the problem that can be addressed by policy-makers. An analysis will be made of measures that have had a successful and durable impact on the socio-economic status and mobility of migrants. The findings of this work will be set out in a policy report which may if appropriate be submitted to an expert meeting in the following biennium.

60.53. Finally, research will be carried out on irregular migration and employment, the labour aspects of which are covered by the ILO's mandate. The phenomenon of irregular movements and unauthorized employment is a complex one and more knowledge is needed as a basis for the development of policies and programmes that address the underlying causes and provide better basic protection for migrant workers, without provoking more uncontrolled migration and employment. This research will cover Western Europe, sub-Saharan Africa, the Americas and Asia and will commence in 1999 for completion in the following biennium. In the course of this work, the causes and characteristics of illegal migration and unauthorized employment will be reviewed, including the statistical and other techniques required to estimate its size and development. An examination will be undertaken of the legislative and other measures adopted to address the problem.

Informal Network on Foreign Labour in Central and Eastern Europe

60.54. Since the demise of the socialist regimes of Central and Eastern Europe, the countries in the region have had to confront increased refugee and labour flows, including illegal migration. As an instrument to strengthen national research capacities and promote the design and implementation of policies to deal with the growing flows of labour migrants within the region, the ILO has launched the Informal Network on Foreign Labour in Central and Eastern Europe. The Network will also provide an informal framework for discussion between the countries concerned. Among the many problems faced by Central and Eastern European countries in this respect are shortcomings in their legislation, procedures and data collection systems.

The initial activities of the Network will therefore focus on identifying the causes and manifestations of the illegal migration of workers and national or cross-national measures to reduce its scope. The assistance provided by the ILO through the Network will include support in preparing laws, regulations and bilateral agreements and in carrying out labour force or enterprise surveys with a view to reducing the undesirable features of international labour migration and promoting movements that are beneficial to both sending and receiving countries.

60.5. Vocational rehabilitation

60.55. Vulnerable categories of the population continue to experience increasing difficulty in finding and keeping employment. These categories include people with disabilities and individuals with drug and alcohol problems. The risk of social exclusion is heightened under the conditions of structural unemployment, increased competition in globalized markets and greater pressure on the availability of public resources for social support programmes and measures.

60.56. The objective of the programme is the design, implementation and evaluation by constituents of policies and measures that enhance the labour market integration of workers with disabilities, and which reduce drug and alcohol-related risks to workers and enterprises. Special emphasis will be placed on increasing the awareness of enterprises and the social partners of effective support systems with a view to the development and adoption of workplace prevention and rehabilitation measures as standard elements of good human resource management practices. The assistance provided to governments will focus on bringing national law and practice into conformity with the provisions of the Vocational Rehabilitation and Employment (Disabled Persons) Convention, 1983 (No. 159), through the design and adoption of appropriate employment policies for persons with disabilities. Constituents will also be offered assistance to give effect to the provisions of the 1995 code of practice on the management of drug and alcohol issues at the workplace. Guidance and support for the further development of the Global Applied Disability Research and Information Network for Employment and Training (GLADNET) will also be given priority. In all these activities, emphasis will be placed on collaboration with other programmes and the multidisciplinary advisory teams, particularly to follow up the relevant conclusions and recommendations of the World Summit for Social Development and the Fourth World Conference on Women.

60.57. Extra-budgetary resources for technical cooperation projects are expected to amount to some $6.7 million during the biennium 1998-99. RBTC resources will be available for project development, technical advisory services and training activities in the regions.

Employment of workers with disabilities

60.58. The observance of the principle of equality of opportunity and treatment in employment for persons with disabilities is increasingly difficult to ensure in an environment of global competition and deregulated labour markets. The major issue is how to maintain the competitiveness of workers with disabilities in a labour market in which there are rapid changes in the organization of work and technology, and constant adjustments to new products, markets and global competition. The narrow concept of vocational rehabilitation as a one-time preparation for labour market entry needs to be redefined and broadened. At the same time, solutions have to be found for those disabled individuals who have little chance of finding jobs in the formal labour market, but who can and want to work and earn a decent income. Government officials and employers often have only a limited awareness of the approaches and measures that can be adopted to make good use of the resources and the resourcefulness of persons with disabilities so that they can secure, retain or advance in employment, in accordance with Convention No. 159. Moreover, the crisis affecting many social security systems is in many cases resulting in the imposition of financial limits on disability benefits and on social protection policies for persons with disabilities. There are therefore real prospects that increasing numbers of disabled individuals will be excluded from both the labour market and the social security system and will as a result face poverty and social marginalization. The objective of this subprogramme is increased awareness by governments, employers' and workers' organizations, and organizations of persons with disabilities of how vocational rehabilitation, disability and employment policies and practices can be adjusted to the emerging realities of the labour market, and how enterprises can be involved in this process, with a view to the more widespread adoption of policies and measures to improve the access of persons with disabilities to employment and training.

60.59. This objective will continue to be achieved through the provision of technical guidance and assistance to governments, employers and workers' organizations, and organizations of persons with disabilities, particularly in transition and developing countries, for the formulation and implementation of disability policies and measures. Another important means of action is support for technical cooperation activities to assist member States in the design and implementation of strategies to provide persons with disabilities with access to training opportunities and to the labour market. In this respect, the development of a global technical cooperation programme is planned during the biennium. Technical support will also continue to be provided to national community-based rehabilitation programmes, principally in Africa. These activities will concentrate on improving the situation and labour market opportunities of women with disabilities. In support of this work, guidelines, manuals and other publications will be developed for constituents. International, regional and national meetings and training activities will be organized, particularly to promote the more widespread application of Convention No. 159. The work of the subprogramme will be supported by the development and maintenance of the GLADNET network, research into job retention and disability management at the workplace. Relations and joint activities with United

Nations organizations and international NGOs, as well as participation in international meetings and academic activities, will continue to be major means of enhancing the visibility and impact of the ILO's work in the field of disability.

GLADNET

60.60. The computer-based collection and dissemination of information on good practices and alternative measures that address the practical concerns and constraints of constituents is an important means of providing assistance to constituents for the development of their disability policies and programmes. Initial steps in this direction were taken during the biennium 1996-97 with the creation of an international network of social policy research institutes and other interested governmental and non-governmental organizations that are active in the field of disability and employment. Entitled the Global Applied Disability Research and Information Network for Employment and Training (GLADNET), the Network and its members make a major contribution to the achievement of the objectives of the programme by providing expertise and helping to identify and analyse information on effective disability policies and practices. In cooperation with GLADNET and its members, a specialized electronic information database will be developed for the provision through the Internet of on-line information services on publications, research, comparative policy analysis and legislation worldwide.

Job retention and disability management at the workplace

60.61. Workers who acquire a disability during their working life frequently leave the labour force, willingly or unwillingly, irrespective of whether their working ability is substantially affected or not. As a result, they often become dependent on social assistance. A number of factors appear to act as disincentives to employment, including insufficient flexibility in the accommodation of workers with disabilities at the workplace, a lack of knowledge about retraining and redeployment options, the unavailability or underutilization of support services and inadequacies in the structure of income replacement and compensation systems. In many industrialized countries, the number of unemployed and/or economically inactive workers with disabilities could be considerably reduced if enterprises, employment support systems and benefits systems provided incentives and support for job retention and advancement, including retraining and upgrading, job and worksite adaptation and redeployment. Research will therefore be undertaken to analyse disincentives to returning to work and assess the effectiveness of employment incentives with a view to the adoption by governments, the social partners and enterprises of policies and practices that favour the retention in employment of workers with disabilities and the maintenance of their competitiveness, rather than passive measures of income support. Practical workplace models will be identified in various industrial and service sectors that are effective in achieving job retention and in the upgrading and career advancement of workers with disabilities. The findings of this research will be included in a background document to be used in the formulation of a draft code of practice for consideration by a tripartite meeting of experts. While the focus of this work will be on industrialized countries, the results will be also relevant and widely disseminated in transition and developing countries.

Drug and alcohol abuse at the workplace

60.62. The growing availability of drugs and the widespread consumption of alcohol give rise to substantial risks and costs to both management and workers in terms of absenteeism, accidents and lost productivity. Existing government programmes and legislative provisions offer little help. The general illegality of drug consumption and, in certain countries, of alcohol consumption, is in sharp contrast to findings that most drug and alcohol abusers hold some form of employment and constitute a significant part of the workforce. Indeed, there is increased awareness that drug and alcohol prevention and rehabilitation are as much a labour as a social or health issue. Although large enterprises are the first to feel the cost of drug and alcohol abuse among employees, awareness is also growing of its impact in small and medium-sized enterprises, which employ an increasingly large proportion of the workforce. Small businesses are particularly vulnerable, since problems among even a small number of workers can adversely affect their performance and may even endanger the survival of the enterprise. The objectives of the subprogramme are: the achievement of greater consensus between management and unions on specific policies and measures to prevent and curb drug and alcohol abuse at the workplace; and the reduction of discrimination in employment against recovering addicts through their enhanced access to rehabilitation services and greater opportunities for social and vocational integration. The focus will be on the sectors that are most vulnerable to drug and alcohol abuse problems, and particularly the maritime, aviation and hotel and tourism industries, as well as on small enterprises.

60.63. The principal activities undertaken to achieve these objectives will continue to consist of support for technical cooperation projects and the provision of assistance to constituents. These activities will concentrate on giving effect to the principles and policies set out in the 1995 code of practice on the management of drug and alcohol issues at the workplace. The current large-scale technical cooperation programme in Africa, Asia, Latin America, the Caribbean and Eastern Europe will be further expanded. The assistance provided to governments will concentrate on the planning and implementation of measures to improve the management of drug and alcohol problems at the workplace and the integration of such measures into ongoing programmes in the workplace and the community. Training will be organized for the staff of government agencies and non-governmental organizations, union officials and personnel managers. In support of these activities, a series of sector-specific policy manuals, training materials and guidelines for employee assistance programmes will be produced.

Major Programme 65. Enterprise and Cooperative Development

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
65.1	DEPARTMENTAL MANAGEMENT	5/10	4/00	1,528,176	1,031,151	2,559,327
65.2	ENTREPRENEURSHIP AND MANAGE-MENT DEVELOPMENT	24/05	13/09	5,712,216	652,368	6,364,584
65.3	HOTELS AND TOURISM	4/06	2/00	991,488	60,000	1,051,488
65.4	COOPERATIVES	8/00	6/00	2,043,072	200,000	2,243,072
1998-99	**TOTALS**					
	REGULAR BUDGET	42/09	25/09	10,274,952	1,943,519	12,218,471
	OTHER SOURCES	9/00	4/00	1,982,976	51,240,669	53,223,645
1996-97	**TOTALS**					
	REGULAR BUDGET	40/05	28/03	10,232,306	1,904,920	12,137,226
	OTHER SOURCES	11/03	6/01	2,616,260	57,929,640	60,545,900

65.1. Unemployment rates in most industrialized countries have risen considerably. In many countries undergoing the transition from a centrally planned to a market-oriented economy, retrenchment in government services and the privatization of public enterprises have caused a serious decline in public sector employment. With the exception of a few countries in South-East Asia, unemployment and underemployment have also continued to rise in developing countries, the situation being particularly serious in sub-Saharan Africa. Governments in both developing and industrialized countries have come to recognize that, to avoid massive unemployment, new jobs will have to be created by enterprises. To facilitate the creation and growth of enterprises, it is essential for them to be able to operate in a favourable legal and regulatory framework and an entrepreneurial culture in which they can have access to capital and a range of cost-effective enterprise support services. Account also needs to be taken of the fact that, in the context of an increasingly competitive and global market, enterprises will survive and expand and thus create new jobs, only if they have the capacity to adapt continuously to the changing environment and improve their productivity. Cooperative enterprises are also recognized as being effective in combating poverty and generating employment and incomes, although their potential is constrained in many countries by having to operate in an unfavourable legislative and policy environment.

65.2. Taking account of the vital role of enterprise development in the promotion of social justice through increased employment and the elimination of poverty, the objective of the major programme is the design and implementation by constituents of policies and programmes that promote and facilitate the creation of productive, sustainable and quality jobs in enterprises and cooperatives in both the formal and informal sectors and in urban and rural areas. The activities of the major programme consist mainly of technical advisory services and support for technical cooperation programmes, but also include action-oriented research and the dissemination of information. Through these activities, the ILO's expertise will be made available to constituents in the fields of: small enterprise development; entrepreneurship training; small-scale finance; the integration of informal sector micro-enterprises into the formal economy; management development; productivity improvement; the promotion of employment and the improvement of working conditions in the hotel and tourism sector; and the promotion of cooperatives and similar participatory self-help undertakings of small producers, consumers, workers and the self-employed. The activities under this major programme will also include action programmes on: job creation through innovative financial mechanisms; productivity improvement, competitiveness and quality jobs in developing countries; and small and medium-sized enterprise development for employment.

65.3. The work of the major programme will be guided by the conclusions of the Conference discussions in 1997 and 1998 on "General conditions to stimulate job creation in small and medium-sized enterprises" and those of the first ILO Enterprise Forum (1996), which provided an opportunity for ILO constituents and enterprise managers to review important issues in enterprise development, and particularly the role that enterprises can play in collaboration with governments and the social partners in promoting social progress and enterprise competitiveness in a global economy. Account will also be taken of the resolutions adopted over the years by the Conference on entrepreneurship, productivity and the promotion of small and medium-sized enterprises, the Working Conditions (Hotel and Restaurants) Convention, 1991 (No. 172), and the Cooperatives (Developing Countries) Recommendation, 1966 (No. 127), as well as of cross-sectoral concerns, such as gender issues, child labour, tribal and indigenous peoples and the environment.

65.4. The major programme will play an important role in the implementation of the ILO Enterprise Strategy. Formulated in 1995, this strategy aims to

harness the talents and resources of the ILO's tripartite constituents to ensure that employment creation and productivity at the enterprise level go hand in hand with improvements in human resource management, working conditions and labour relations. Special efforts will be made to give effect in practice to Chapter V of the Programme of Action adopted by the World Summit for Social Development, which called on enterprises to pursue investment and other policies, including non-commercial activities, to contribute to social development programmes, including the generation of employment opportunities and social support services at the workplace. In accordance with the recommendations of the Fourth World Conference on Women, emphasis will also be placed on the provision of entrepreneurial and cooperative training for women.

65.5. The resources for this major programme are to be increased by some $81,000 in real terms, an increase reflecting the commitment in this Programme and Budget to the objective of employment generation, in which enterprise development is recognized as having a vital role to play. The increase in resources results mainly from an increase of 2/04 Professional work-years, offset by a decrease of 2/06 General Service work-years.

65.1 Departmental management

65.6. Provision is made under this programme for the planning, monitoring and evaluation of the activities of the major programme, the coordination of interdepartmental activities and relations with the multidisciplinary advisory teams and the ILO field structure. The programme also includes activities concerning small-scale finance, ranging from cooperative savings and credit unions to credit for micro- and small enterprises. Provision is made here for the organization of a second Enterprise Forum, which will bring together entrepreneurs, senior managers, representatives of governments, employers' and workers' representatives, academics and practitioners to discuss various aspects of the role of enterprises, governments, and employers' and workers' organizations in relation to job creation and other social objectives. There will be full tripartite consultation on the agenda of the second Forum, which could include subjects such as: job creation in small and medium-sized enterprises; the role of women entrepreneurs; and corporate social initiatives and training for employment.

Social dimensions of enterprise finance

65.7. Employment promotion and poverty reduction are not only constrained by poorly functioning labour markets, but also by imperfections in financial markets. Many potential entrepreneurs, as well as existing small enterprises, face serious difficulties in gaining access to the credit that would enable them to invest and create jobs. This is not because their investment proposals are not viable, but because the loans that they request are too small. Financial institutions generally prefer to deal with larger companies, since they consider small clients risky and the transaction costs too high. In addition, many women entrepreneurs face legal and cultural obstacles in applying for loans. To overcome such constraints, many small entrepreneurs have formed self-help organizations, such as savings and credit cooperatives, joint liability groups and mutual guarantee associations. In addition, many governments have intervened in the financial market, with mixed results, to improve the access of small enterprises to financial services through development banks and special loan and guarantee funds.

65.8. The objective of ILO activities in this area is the adoption by decision-makers in public and private institutions of policies and measures that improve the access of micro- and small enterprises to financial services. Issues to be kept under continuing study in support of the activities of the subprogramme will include the capacity of small-scale entrepreneurs to manage financial resources efficiently, the potential of self-help schemes to compensate for smallness of size and gender, the impact of financial sector liberalization on small-scale finance and the use of revolving funds and other credit mechanisms. Research findings on the effectiveness and sustainability of targeted delivery mechanisms, such as guarantee funds and other collateral substitutes, will be published and disseminated in the form of guidelines and policy recommendations. Some $2 million in extra-budgetary funding is expected to become available for technical cooperation activities to strengthen financial self-help organizations and test new delivery mechanisms.

Action programme

Social investments: Job creation through innovative financial instruments

65.9. Over the past decade, government efforts in many industrialized countries to reduce the numbers of the long-term unemployed do not appear to have had a significant impact. In this context there is a growing interest among policy-makers in initiatives aimed at assisting the long-term unemployed to help themselves. Such initiatives have recently been undertaken in several European and North American countries. The distinctive feature of these initiatives is the innovative manner in which funds are raised and allocated, building on partnerships between banks, self-help associations and local government agencies. While certain successful experiments (South Shore Bank in the United States, ADIE in France, Unity Trust Bank in the United Kingdom and Vancity in Canada, etc.), are well-known nationally, a systematic assessment of a comparative nature would be useful, to provide guidance for policy-makers on whether and how they could best support these initiatives, in concert with social partner organizations.

65.10. The objective of this action programme is to enhance the capacity of government agencies responsible for job creation policies and of employers' and workers' organizations to design and implement schemes of this type more extensively in countries with

serious long-term unemployment problems. In particular, the action programme seeks to define ways of linking private bank credit to public job creation programmes and other active labour market measures. The assessment of successful experiences and of the conditions which have led to success will address the following issues: the importance of the initiatives in terms of the employment generated; the sustainability of the micro- enterprises that have been created; the question of substitution for or complementarity with public job creation programmes; the sustainability of the initiatives themselves; and the implications for commercial banks. The assessment will be supported by a number of case studies, leading to a synthesis report. The action programme will be carried out in close cooperation with the European Union and the OECD. The materials produced will be used in the provision of advisory services by the ILO's multidisciplinary advisory teams to Ministries of Labour, the social partners and financial institutions.

65.2. Entrepreneurship and management development

65.11. Most new jobs have to be created by the private sector, and particularly by small and medium-sized enterprises, including micro-enterprises in the informal sector. However, in many industrialized, transition and developing countries, the necessary conditions do not exist to enable the private sector to act as the engine of economic growth. Existing legislation and policies are often an obstacle to the efficient functioning of the market, and entrepreneurs face many constraints in terms of gaining access to credit, markets, technology, training and information.

65.12. The objective of this programme is the design and implementation by member States of the appropriate policies and programmes to overcome these constraints through: the creation of an environment that facilitates the establishment and growth of private enterprises; the promotion of cost-effective and sustainable small enterprise support organizations; the design and implementation of entrepreneurship training programmes; the adoption of policies to upgrade informal sector enterprises and promote their integration into the structured economy; and the promotion of enterprise competitiveness, productivity and social responsibility, especially in the context of enterprise restructuring. This objective will be achieved through a combination of direct advisory services, technical cooperation programmes, the development of guidelines and manuals for use by the multidisciplinary advisory teams and constituents, the dissemination of information through meetings, publications and electronic means, as well as action-oriented research and action programmes on small and medium-sized enterprise development for employment and on productivity improvement, competitiveness and quality jobs.

65.13. As part of the ILO's activities to follow up the World Summit for Social Development and in response to suggestions made by Governing Body members in November 1996, steps will be taken to mobilize resources for a major new ILO technical cooperation programme, the International Small Enterprise Programme (ISEP). These resources will be sought from bilateral donors, the European Union, the development banks, private foundations and large enterprises. The objective of ISEP, in the implementation of which account will be taken of the Conference discussions in 1997 and 1998 on "General conditions to stimulate job creation in small and medium-sized enterprises", will be the generation of quality jobs by small enterprises in developing and transition countries. At the national level ISEP will work with entrepreneurs, government agencies, employers' and workers' organizations and other interested non-governmental organizations as well as universities and business schools. ISEP will promote networking at the national, regional and interregional levels and promote links between small enterprises and large, export-oriented enterprises. It will also encourage the use of existing ILO materials such as Start Your Business (SYB), Improve Your Business (IYB) and Work Improvements in Small Enterprises (WISE) and adapt them to the needs of small enterprises in each country. ISEP will pay particular attention to the special training needs of women entrepreneurs.

65.14. Extra-budgetary resources for the programme's technical cooperation activities are expected to reach some $24 million during the biennium. RBTC funds will be used for advisory missions to respond to requests from constituents for assistance in the strengthening of national capacities for programme design and management, particularly in the field of small enterprise development.

Entrepreneurship and small enterprise development

65.15. Many micro- and small enterprise development programmes have a limited impact, especially when they are implemented in the absence of a legal and regulatory framework that is conducive to the growth of micro- and small enterprises. The employment potential of micro- and small enterprises is not therefore being realized in many countries. The objective of this subprogramme is the design and implementation, by policy-makers, employers' and workers' organizations and small enterprise support organizations, of integrated, cost-effective enterprise development programmes which facilitate the creation of sustainable jobs in micro- and small enterprises in both the formal and informal sectors.

65.16. This objective will be achieved mainly through the provision of advisory services and support to technical cooperation projects. These activities will continue to focus on policy and regulatory issues, small enterprise support services and the development of entrepreneurial skills. Emphasis will continue to be placed on introducing and promoting the worldwide use of the Improve Your Business (IYB), Start Your Business (SYB) and related training packages, which have proved to be cost-effective means of providing small entrepreneurs with basic managerial skills. A start will also be made in introducing the distance and mass media training materials for entrepreneurship

training developed during the biennium 1996-97. Care will be taken to ensure that international labour standards, particularly those on working conditions, occupational safety and health and child labour, are taken into account in micro- and small enterprise development programmes. In line with the recommendations of the Fourth World Conference on Women (1995), special attention will be paid to the provision of support for women entrepreneurs. As recommended by the World Summit for Social Development (1995), support will also be provided for technical cooperation activities specifically designed to help vulnerable groups, such as the disabled and war-affected, to establish their own enterprises.

65.17. In the context of the ILO's overall goal of the gradual integration of informal micro-enterprises into the formal economy, the issue of productivity and competitiveness of micro-sector enterprises will be addressed on a sectoral basis. Activities will also continue to be undertaken to encourage the extension of social protection to informal sector workers and to improve their working conditions. These activities will apply the methodology developed by the 1994-95 interdepartmental project on the informal sector implemented in the biennium 1994-95, which is being tested in several countries during the biennium 1996-97. Research will also be undertaken on the access of micro-enterprises to private consulting services, measures to make integration into the formal sector more attractive to micro-enterprises and on facilitating the access of micro-enterprises to electronic information networks. The findings of this research will be made available to constituents and other interested organizations in printed and electronic form.

Action programme

Small and medium-sized enterprise development for employment

65.18. Economic reform programmes in the industrialized, transition and developing economies now accord an important role to enterprises with respect to growth of output and employment. In this context there has been an increasing recognition of the importance of small and medium-sized enterprises (SMEs) in job creation strategies. Available evidence shows that SMEs already account for most of the new jobs being created in both developed and developing countries, even in circumstances where policies and the legal and regulatory framework are not entirely conducive to the development of such enterprises.

65.19. The objective of this action programme is the adoption of policies and implementation of programmes aimed at the creation of sustainable and productive jobs in SMEs within the wider framework of national comprehensive employment promotion programmes. The action programme is designed to consolidate and expand current ILO activities in this area through the development of an integrated approach to SME promotion. Guidelines and training and promotional materials to support the development and sustainability of viable SMEs will be developed for use by the multidisciplinary advisory teams and ILO constituents. These materials will address the key elements of a strategy to promote efficient and competitive SMEs, the need for a favourable legal and regulatory framework, the mobilization of domestic resources for investments in SMEs, sound industrial relations, decent working conditions, job security and fair treatment for employees. Existing materials, such as Start Your Business (SYB) and Improve Your Business (IYB), will also be adapted to improve advisory services and technical assistance to ILO constituents in connection with business opportunity identification and a better understanding of the functioning of the market economy. Through these activities, the action programme will promote partnerships between governments and the private sector for the creation of productive and freely chosen employment, especially in the SMEs and the informal sector, thereby making an important contribution to the achievement of one of the ILO's three priority objectives, namely poverty alleviation through employment creation. It will be implemented in cooperation with major programmes 90 (Working Conditions and Environment), 225 (Employers' Activities) and 230 (Workers' Activities).

65.20. Many of the measures called for in the Platform for Action of the Fourth World Conference on Women and the Programme of Action of the World Summit for Social Development to enhance employment opportunities for women emphasize entrepreneurship development. Millions of women at all income levels in developing, transition and industrialized countries are setting up enterprises. But, as the United Nations Division for the Advancement of Women has noted, although women entrepreneurs can be found in all sectors, many work in commerce and services, and in low growth products and markets. Many women begin their enterprises to survive, and need to build their confidence, financial management, technical capabilities, and marketing links if they are to grow. With large organizations all over the world scaling down and traditional wage employment declining, the role of women in smaller firms is becoming increasingly significant.

65.21. To address this issue the action programme will assist women entrepreneurs in moving from survival-type, income-generation, self-employment or micro-enterprise level activities to the operation and management of viable, growth-oriented small and medium-sized enterprises that are able to provide productive employment to other women and men. In particular, the action programme will review and evaluate the IYB and SYB programmes in selected developing and transition countries in order to: determine their effectiveness in enabling women to become successful entrepreneurs and to improve their gender relevance; identify the differences in constraints and needs of women entrepreneurs in developing, transition and industrialized countries, including the potential for such women to not only expand their businesses but also to create employment for others; examine programmes for

women entrepreneurs developed by other agencies and by women entrepreneurs associations in middle income and industrialized countries to draw conclusions for the ILO's work in this field for women; and give special attention to the policy and programme measures and institutional arrangements needed to assist women entrepreneurs to seize new business opportunities.

65.22. The main outputs of the action programme in this context will include: more effective training packages for employment generation through entrepreneurship development (including IYB and SYB), that are gender-sensitive and adapted to meet the needs of women entrepreneurs in developing, transition and industrialized countries; guidelines on policies and programmes to enable women to successfully own and manage viable and expanding businesses, including access to productive resources, participation in economic decision-making, ensuring institutional and marketing support, awareness raising and networking with professional, employers' and workers' organizations; and pamphlets and brochures designed to draw attention to the potential for women entrepreneurs to become successful employers and to encourage them into new areas of business.

Management development and productivity

65.23. In order to stay competitive, enterprises of all sizes, from micro- to large, in both the public and private sectors, need to continuously adapt their management and production processes to technological transformation, economic globalization and deregulation. In particular they need to raise productivity by ensuring that the workforce is flexible and innovative. In addition, enterprises are under pressure from consumers to demonstrate corporate responsibility by operating in an environmentally friendly way and producing quality goods and services while observing basic international labour standards and becoming socially involved in the community. These management challenges can only be dealt with effectively if they are clearly understood by both managers and workers at the enterprise level.

65.24. The objective of this subprogramme is the enhanced capacity of member States to assist enterprises to adapt to changes and pressures in the external environment and to promote social responsibility. Taking account of the fact that its human resources are the most important asset in any enterprise, research will be carried out and advisory services provided on such issues as human resource management, workers' participation in problem-solving and changes in the work environment, employment security, the equitable sharing of productivity gains, proper safety and health conditions and other measures which may lead to competitive advantage for the enterprise by enhancing its workers' commitment and building a relation of trust between workers and employers. In order to follow up the action programme on privatization, restructuring and economic democracy undertaken during the biennium 1996-97, emphasis will be placed on identifying management practices that reflect the need for increased convergence between economic and social concerns. As recommended by the World Summit for Social Development, activities will be carried out to encourage cooperation between employers and workers in the sharing of profits and in enterprise decisions. Guidelines and other training materials will be produced on this subject for use at the enterprise level and in training activities for government officials, employers' and workers' organizations and management specialists.

Action programme

Productivity improvement, competitiveness and quality jobs in developing countries

65.25. Productivity enhancement is crucial for increasing the competitiveness of enterprises, and thereby taking advantage of the opportunities for expansion of national output and trade provided by globalization. The issue of productivity improvement has therefore assumed increasing importance in national economic policy with globalization, mainly on account of its impact on the competitiveness of enterprises in both the domestic and international markets. Although globalization provides opportunities for growth of output and trade through increased competitiveness, it is important for these countries to develop the capacity to pursue strategies to improve competitiveness of local-based enterprises in domestic and global markets. This requires the active participation of the main social partners and stakeholders, particularly employers' and workers' organizations, to support a favourable climate of industrial relations.

65.26. This action programme will therefore focus on policy interventions at the enterprise and macro levels designed to develop human resources and improve institutional capacity in the context of strategies for increasing competitiveness. Attention will also be paid to measures specifically designed: to encourage investment in new and more efficient technologies; to ensure the existence of an appropriate and legal and regulatory framework that is conducive to private sector investment, including the mobilization of domestic resources; and to promote labour market flexibility. Such strategies would emphasize the need to improve total factor productivity (i.e. the efficient utilization of all productive inputs including energy and natural resources), as well as labour and capital productivity. This approach would contribute to the development of enterprises that are responsive to changing socio-economic circumstances, as well as environmentally friendly.

65.27. The objective of this action programme is the adoption of strategies to improve national competitiveness at the enterprise level, and thereby facilitate integration of concerned countries into the global economy on the basis of their comparative advantages and trade expansion. An interregional comparative analysis

will be undertaken of successful experiences in a selected number of developing countries where competitiveness has been a major factor in promoting and sustaining a rapid economic growth characterized inter alia by the expansion of output and trade and the progressive shift of production from low value-added to higher value-added exports. The analysis will take into account the relevance of macro and international economic policy issues in formulating strategies to enhance national competitiveness, by focusing on issues such as skills upgrading, the adoption of better management practices; technological innovation and diffusion; and the linkages between large, medium-sized and small enterprises. Taking account of the findings of this analysis, guidelines will be produced for use by the ILO's multidisciplinary advisory teams in the provision of advisory services to the countries concerned.

65.3. Hotels and tourism

65.28. Although employment levels in the hotels and tourism sector continue to increase in countries at all levels of development, the full employment potential of the sector has not yet been achieved in most countries. Growth in the sector is often hindered by a lack of institutional support and training, particularly in the case of small and medium- sized enterprises, which account for most of the employment in the industry. Working conditions in the sector, which employs considerable numbers of migrants, women and young workers, are often difficult, while many workers are employed under precarious conditions or seasonal contracts and as a result have limited bargaining power.

65.29. The objective of the programme is the design and implementation in member States of policies and programmes to promote productive, sustainable and decent employment in enterprises in the hotels and tourism sector. This objective will be achieved through the provision of advisory services and support for technical cooperation projects, including projects for the creation and strengthening of small-scale tourism enterprises. In these activities special attention will be paid to improving the working and employment conditions of vulnerable workers, such as migrants, women and young workers. Emphasis will be placed on promoting the ratification of the Working Conditions (Hotels and Restaurants) Convention, 1991 (No. 172), and on activities to follow up the Tripartite Meeting on the Effects of New Technologies on Employment and Working Conditions in the Hotel, Catering and Tourism Sector, to be held in May 1997. In the advisory services that are provided, emphasis will be placed on strengthening tripartite involvement in sectoral training delivery systems. Relations will be maintained with other international organizations active in the sector, such as the World Tourism Organization.

65.4. Cooperatives

65.30. Cooperatives are generally recognized as potentially effective means of generating employment and income. They are important actors in certain sectors of industrialized economies, such as agricultural marketing, consumer retailing and banking. At a time when state enterprises are being privatized and restructured and the role of the State in economic life is diminishing, cooperative enterprises, especially in agriculture and agro-industry, are well placed to provide sustainable employment for large numbers of people. In many developing countries and in most countries in transition, cooperatives used to benefit from official subsidies and other privileges, such as monopolies. This is no longer the case and cooperatives need to adapt to an increasingly competitive market if they are to survive as viable economic enterprises. At the same time, they have to shed their negative image as largely governmental institutions and they need to prove that they are independent, competitive, democratic and socially responsible enterprises. However, in many developing countries, where they could play an important role in combating poverty, and in countries in transition, where they could produce goods and services that are no longer considered the responsibility of the State, cooperatives have often been unable to realize this potential because of continued government intervention in their operations and the lack of human resources trained in cooperative principles and practice.

65.31. The objective of this programme is the establishment and development of viable and self-reliant cooperatives and similar participatory economic self-help organizations of small producers, consumers, workers and the self-employed, and the development of supporting structures to assist them to manage their associations and economic undertakings efficiently, effectively and democratically. This objective will continue to be achieved through the provision of technical advisory services and support for technical cooperation activities, supplemented by the collection and dissemination of information. The activities of the programme will focus on the following six major themes: cooperative reform, cooperative training networking, poverty alleviation, cooperative support to indigenous and tribal peoples, cooperative trade and cooperative social services based on the principle of mutuality.

65.32. Most of the extra-budgetary resources for the technical cooperation activities of this programme are expected to be contributed from multibilateral sources, including the ILO/DANIDA programme. In addition, RBTC resources and SPPD and STS resources from UNDP will be used to respond to requests from constituents for short-term technical advisory services on cooperative policy, legislation and reform. Provision is made under this programme for continued cooperation with the International Cooperative Alliance (ICA) and ILO participation in the Committee for the Promotion and Advancement of Cooperatives (COPAC), which has been instrumental in coordinating cooperative development policy in developing and transition countries and in promoting the interest and

commitment of the United Nations system to cooperative approaches to democratization and development.

65.33. For cooperatives to become more self-reliant and make a more effective contribution to the process of democratization, cooperative legislation has to foster the participation of cooperative members, lay the basis for democratic self-management and control and strengthen the independence of cooperative movements. The major principles guiding democratic cooperative action at the national and international levels are set out in the Cooperatives (Developing Countries) Recommendation, 1966 (No. 127). Support will be provided to member States, particularly those in the process of structural adjustment or in transition from a state-controlled to a market-oriented economy, to assist in the formulation of coherent cooperative development policies and to update cooperative legislation. This constitutes a particular challenge in countries in transition, where prejudices against formerly state-controlled cooperative enterprises have to be overcome in order to develop genuine, democratic cooperatives. These activities will take into account the conclusions and recommendations of the International Meeting of Experts on Cooperative Law, held in May 1995, and will be supplemented by the programme's extensive database of cooperative laws and bylaws, which is constantly maintained and updated.

65.34. Assistance will continue to be provided for the establishment and expansion of networks of cooperative training institutions with a view to strengthening human resources development in cooperatives and their support organizations and sensitizing policy-makers. The resulting exchange of experience and knowledge assists these institutions to train cooperative trainers, managers and members more efficiently, not only in basic cooperative principles, but also in business management.

65.35. In the context of the programme's poverty alleviation activities, the use of the participatory methodologies developed by the ACOPAM programme in West Africa and the INDISCO programme in Asia will continue to be promoted. Designed to strengthen national capacities for the promotion and implementation of sustainable grassroots social and economic development activities in rural areas, the ACOPAM programme has been most successful in helping its beneficiaries achieve food security and manage the natural resources at their disposal in an environmentally friendly manner. It has also played an important role in setting up cooperative marketing services to replace state marketing boards. In support of the application of the Indigenous and Tribal Peoples Convention, 1989 (No. 169), the INDISCO programme adopts a cooperative approach to the development of indigenous and tribal communities with maximum community participation. The activities covered by the INDISCO programme include skill training for employment, income-generation schemes (particularly for women), the improvement of basic infrastructure, the alleviation of the effects of involuntary displacement, the management of natural resources and the protection of the environment in areas inhabited by indigenous and tribal peoples.

65.36. In many developing countries, agricultural producers do not reap the full benefits of their work since, as individual small-scale producers, they do not have access to consumer markets in industrialized countries. With a view to expanding the export opportunities of producers who are organized in marketing cooperatives, activities will continue to be undertaken for the promotion of commercial exchanges, business partnerships and the exchange of know-how between cooperative producer organizations, particularly in Africa, and cooperative consumer organizations, mainly in Europe.

65.37. In line with the recommendations of the World Summit for Social Development, activities will be intensified for the development of undertakings organized on a mutual basis to provide social services in such areas as social security, education, health and housing. Support will be provided for technical cooperation activities designed to increase the efficiency and coverage of existing mutual self-help organizations through training and networking arrangements.

Major Programme 75. Turin Centre

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
TURIN CENTRE	-	-	-	5,130,000	5,130,000	-	-	-	-	-
1998-99 TOTALS	-	-	-	**5,130,000**	**5,130,000**	-	-	-	-	-
1996-97 TOTALS	-	-	-	**5,130,000**	**5,130,000**	-	-	-	-	-

75.1. The year 1995 brought to completion the Centre's first Development Plan, covering the period 1990-95. At its November 1995 session, the Centre's Board approved a second Development Plan for the period up to the year 2000. Planning for the new Plan in a context of substantive reforms in the system of multilateral relations led to several conclusions. Firstly, that training is increasingly being viewed as a key instrument for the dissemination of ILO policies and the results of its analytical work. Secondly, that training underpins the values, principles and technical capacity of the ILO. Finally, that training is a necessary component of any sound and equitable economic and social development programme adopted by member States.

75.2. The second Development Plan identifies the following objectives for the Centre: mobilizing and spreading, through training, the standards, experience and expertise accumulated by the ILO and by the United Nations system, as well as by other development partners; supporting through appropriate training actions the reform efforts undertaken within the multilateral development cooperation system; renewing and developing the Centre's range of training products on rights pertaining to work, as well as on key areas of the United Nations development agenda, including human rights, governance, and the management of development cooperation; and the strengthening of the capacities of governments, employers and workers in the planning and management of the development process.

75.3. For the implementation of the second Development Plan, the Centre will need to develop its capacities in three areas: the development of training products based on a cooperative network of training institutions; the technical capacity to provide training advisory services and carry out training operations in the field and on the campus through cost-effective delivery structures; and an improved communication and marketing capacity, in view of the Centre's heavy dependence on its own efforts to attract donors. The programmes of the Centre will be carried out by a flexible organizational structure that supports the design, negotiation, delivery and assessment of high-quality products, based on a proactive human resources policy and a well-equipped functional campus. The Centre's resource-mobilization strategy will be adapted to the increasingly competitive environment. Various measures have already been adopted to improve the Centre's organizational structure, human resources development policy and physical facilities.

75.4. For the implementation of its programmes, it is necessary for the financing system on which the Centre's regular budget has been based in recent years to remain valid during the period covered by the second Development Plan. This financing system includes a set of direct contributions and subsidies from the Government of Italy, the ILO and a few other donors, which in total covers one-third of the Centre's budget, leaving two-thirds to be generated by the Centre's own activities. This situation contrasts with the financing of the Centre when it was first established in the 1960s, when 88 per cent of its budget consisted of direct contributions and only 12 per cent of its income was raised through training activities. Indeed, during the period covered by the first Development Plan, the Centre faced an abrupt reduction in income from ILO technical cooperation activities. The individual fellowship programme linked to UNDP-funded projects implemented by the ILO decreased substantially, with a $5 million reduction in 1995 compared with 1990. However, in the increasingly open and competitive technical assistance environment in which the ILO and the United Nations system operate, no significant increase is to be expected in direct contributions. The Centre's challenge is therefore to increase its volume of activities by enhancing the quality and range of its programmes and products and by expanding and diversifying its training initiatives with new partners, in accordance with the objectives of its programme and its research and development strategy. The Centre will also continue to expand its programme in areas of the ILO's core mandate, such as training in support of reforms in social protection, labour relations and labour market institutions.

75.5. The direct contribution of the Italian Government, approved on a yearly basis by a joint committee of the Italian Government and the Turin Centre, should range between $15.5 and 16 million for the biennium 1998-99. The ILO proposes to maintain its financial contribution at the level for the biennium 1996-97, namely $5.13 million in real terms. In addition to making every effort to maintain and increase voluntary contributions from other member States, the product and marketing strategy developed under the first Development Plan will therefore be vital to make up the Centre's budget. The expected level of income from extra-budgetary sources for the biennium 1998-99 is some $39.5 million.

75.6. In a number of areas, and particularly training to strengthen the capacity of workers' and employers' organizations, the ILO earmarks a share of

RBTC resources for the activities carried out by the Centre in cooperation with the regional major programmes. These resources also provide seed money to increase the volume of resources through co-financing arrangements with the donor community.

Regional and technical programmes

75.7. The Centre implements a series of interrelated regional and technical programmes. In this context, the regional programmes are essentially demand-driven, with the priorities being established in specific sectors, such as vocational training, in consultation with the ILO's field structure and with regional institutions, such as the Inter-American Research and Documentation Centre on Vocational Training (CINTERFOR) and the Asian and Pacific Skills Development Programme (APSDEP). In consultation with the United Nations, UNDP and other United Nations agencies, emphasis will be placed on the design and negotiation of multi-annual integrated projects combining training advisory services, the development of training materials, the organization of training courses and individual fellowship programmes. The staff of the Centre will also assist its various development partners, including the United Nations, UNDP, other United Nations agencies, the European Commission and the European Training Foundation, to elaborate terms of reference and participate in project assessment.

75.8. In addition to the delivery of training services in the respective fields, a major effort will be made to focus on the research and development capacities of the Centre with a view to the development of a range of new training products and programmes that respond to clear needs. These programmes will be implemented in close collaboration with the respective ILO major programmes and other partners in the United Nations system.

International labour standards and human rights

75.9. The scope of the Centre's training activities to promote and disseminate international labour standards will be strengthened in cooperation with major programme 50 (International labour standards and human rights). These activities are specifically addressed to ILO constituents responsible for the implementation and application of international labour Conventions. Standards-related inputs will continue to be included in the whole range of the Centre's training activities. Activities will also be expanded in support of the linkages between ILO standards and the broader human rights system of the United Nations and cooperation will be reinforced with the United Nations Human Rights Centre.

Women in development

75.10. Training in this field will be specifically designed to promote and integrate women into the development process in areas such as entrepreneurship, community-based activities, working conditions and equality of opportunities, labour policies and vocational training. At the same time, gender issues will be integrated into the mainstream of the Centre's programme, in close consultation with major programme 140 (Equality for women).

Training for employment

75.11. With unemployment remaining at the top of the agenda in both industrialized and developing countries, it is inevitable that training policies and systems will be measured in terms of their employment creation capacities. Training managers, policy-makers and the social partners have to be aware of the close linkage between training and employment and be given tools to improve the linkages between training provision, labour market requirements and overall macroeconomic policies. In close collaboration with the relevant ILO major programmes, the Centre will participate in the development of a programme based on a package on "training as an element of labour market policies", which will include modules and methodologies on training policy and labour market analysis; and a package designed more specifically to target the issue of unemployment among the weakest and most disadvantaged groups of the labour force, which will focus on the respective roles of the public and private sectors.

Small enterprise development and employers' activities

75.12. Training programmes in these fields will focus on the creation and development of enterprises. Carried out in close collaboration with major programme 65 (Enterprise and cooperative development), the training activities will also cover strategies and instruments for local and regional economic development, including the planning and management of economic development agencies. In close consultation with major programme 225 (Employers' activities), training activities for employers' organizations will be designed to strengthen their capacities, with specific emphasis on the training needs of employers' organizations in transition economies.

Training for private and public sector development

75.13. In response to the recognized need to reform the role of the State in economic and social development and to strengthen the corresponding role of the private sector, in recent years, in cooperation with major programme 100 (Sectoral activities), the Centre has built up a training programme in the field of public sector human resource development, as well as initiating a pilot programme on privatization in the transition economies of Asia and Europe. Building on this experience, the programme will be further developed in collaboration with major programmes 60 (Employment and training), 65 (Enterprise and cooperative development) and 80 (Labour relations and labour administration).

Training for labour relations

75.14. Building on the experience acquired in the biennium 1996-97, in cooperation with major programme 80 (Industrial relations and labour administration), the Centre will expand its capacity to

carry out training activities in the fields of the prevention, management and settlement of labour disputes. Particular attention will be paid to the design of practical and simulated training activities on the various methods of managing labour disputes, including mediation, conciliation and arbitration.

Training of social security managers and personnel

75.15. There is growing demand for training related to the sound functioning of social security institutions, particularly in transition economies and countries involved in the process of reforming their social protection systems. Support will be provided to these countries for the evaluation of their social security training needs, the design of appropriate training programmes and the development of modular training packages. This work will be carried out in close cooperation with major programme 110 (Social security) and the European Commission.

Workers' education

75.16. The workers' education programme will address the priorities and guidelines determined by the Workers' group of the Governing Body. As an integral component of major programme 230 (Workers' activities), the Centre's courses will focus on assisting trade unions to improve their own training capacities. New training packages will be developed on industrial relations, collective bargaining techniques, the application of labour standards and the economic and financial analysis of enterprises. Another priority activity will be the development of training materials and courses for the use of unions in the field of information technologies.

Management of development cooperation

75.17. Training in this field will be consolidated and broadened with a view to strengthening national capacities and pursuing the training of trainers. This work will be based on a comprehensive training package incorporating the experiences of the ILO and the United Nations system in the area of the management of technical cooperation. In this context, emphasis will be placed on action at the national and regional levels and on networking between training teams in participating countries (technical cooperation among developing countries — TCDC). Throughout this work, increased participation will be sought from the representatives of the ILO's tripartite constituents, and particularly of trade unions and employers' organizations. The current programme will be expanded through the development of the existing training package to make it more generic and therefore more attractive to a wider range of development partners. New modules will be introduced on topics such as donor relations, public procurement, monitoring and evaluation, investment feasibility analyses and TCDC. Special tailor-made training courses in this area will be designed and made available to development agents outside the ILO and the United Nations system. In the implementation of the programme, increased emphasis will be placed on countries where management weaknesses are compounded by the nature and magnitude of reconstruction and development needs, such as countries in transition, the least developed countries and countries affected by wars and natural disasters.

United Nations system training programme

75.18. A triple approach will be adopted by this programme. In the first place, training support will be provided for the field operational activities of the United Nations system. Secondly, the experience acquired through field coordination workshops will be expanded, leading up to a second generation of workshops. Thirdly, support will also be provided for the more widespread implementation of new operational concepts, such as "country strategy notes" and the "programme approach", as well as new monitoring and evaluation methodologies. In addition, training support will be expanded in the fields of management training, induction training, policy seminars and the development of training materials at the request of specific agencies and programmes, including the ILO. In this context, the recently approved United Nations Staff College project, with an initial duration of five years (1996-2000), will develop a series of training services for the staff of the United Nations and for national, governmental and non-governmental personnel associated with activities of the United Nations. The Staff College project is conceived as a United Nations self-financed project and will operate through a network of training institutions, of which the Centre will form the hub. It will improve linkages and integration between sectors and programmes of activity in the United Nations system in areas such as the management of complex emergencies, economic and social policies, operational activities for development, human rights, humanitarian affairs and peace-keeping and peace-making. Through the provision of management training at various levels, one of the overall objectives of the Staff College project is to develop a common United Nations system culture.

Educational methodologies and technologies

75.19. The concept of training has been undergoing significant changes, with much greater emphasis being placed on flexibility, self-learning, skills development and the use of modern educational technologies. The Centre is gradually introducing new methods and new technologies into its mainstream training activities. The objective is for the Centre to develop, over the next five years, into a leading institution in terms of new and innovative educational methodologies and technologies as a privileged partner of some of the major public and private sector institutions in this field. A modern approach will therefore be developed based on an effective combination of learning methods and training delivery technologies, and will be placed at the service of other training institutions, particularly in developing countries. This will involve: the production of an updated version of the modular series on training design and training planning; the development of a comprehensive training package on the selection, use and application of new educational technologies; and the expansion and further development of the training package on open and distance learning.

Major Programme 80. Industrial Relations and Labour Administration

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
80.1	DEPARTMENTAL MANAGEMENT	2/00	3/00	764,304	516,826	1,281,130
80.2	LABOUR LAW	10/07	4/00	2,251,104	115,949	2,367,053
80.3	INDUSTRIAL RELATIONS	24/00	13/06	5,612,976	562,000	6,174,976
80.4	LABOUR ADMINISTRATION	14/00	11/00	3,632,736	592,592	4,225,328
1998-99	**TOTALS**					
	REGULAR BUDGET	50/07	31/06	12,261,120	1,787,367	14,048,487
	OTHER SOURCES	2/05	0/10	504,848	8,577,597	9,082,445
1996-97	**TOTALS**					
	REGULAR BUDGET	47/00	26/06	11,080,704	1,723,012	12,803,716
	OTHER SOURCES	3/08	0/02	640,048	11,362,132	12,002,180

80.1. Systems of industrial relations and labour administration have been coming under increased strain in recent years. The issue is particularly critical in countries that have recently embarked upon the process of democratization, where the challenge is to develop new industrial relations systems. In more general terms, one of the consequences of globalization, deregulation and the liberalization of trade has been the increased economic importance, on the one hand, of small enterprises and, on the other, of large corporations, including multinational enterprises. At the same time, the protective provisions of labour legislation are coming under criticism from employers and some policy-makers, who claim that they are a hindrance to flexibility, productivity and competitiveness. Combined with the emergence of new forms of employment relationship and new approaches to human resource management in many enterprises, these developments are challenging the effectiveness of traditional systems of industrial relations and the representational function of trade unions. They are resulting in a fragmentation of interests among working people and an increase in the number of workers who are excluded from the scope of industrial relations machinery and social protection systems. As a result, labour administrations have an increasingly important role to play in securing decent working conditions through the effective application of protective labour legislation and in promoting the smooth functioning of labour markets. However, labour administrations in many member States, particularly in developing countries, remain weak and poorly structured and often lack adequate financial and human resources, especially as a result of the drastic cuts in public spending resulting from structural adjustment programmes. The most effective means of overcoming the current difficulties facing industrial relations systems is the strengthening of dialogue among the tripartite social partners, supported by a strong labour administration.

80.2. The objective of the major programme is the strengthening of social dialogue among the tripartite constituents with a view to achieving greater economic efficiency and social justice. This involves: the adaptation of labour law in member States to encourage the adjustment, through dialogue between the social partners, of the employment relationship to the changing realities of the market economy and globalization; the development of industrial relations systems that strengthen democracy through social dialogue and enable the social partners to participate in the formulation and implementation of economic and industrial policies that are conducive to both social equity and enterprise efficiency; and the establishment and upgrading of labour administrations capable of implementing social policies that support economic development.

80.3. These objectives will be achieved through the provision of technical advisory services, supported by technical cooperation activities, the organization of meetings, research activities, the collection and dissemination of information and standard-setting activities in the fields of labour relations and pay policies, labour legislation and labour administration services. During the biennium 1998-99, the activities of the major programme in the area of the collection, analysis and dissemination of data will be rationalized and enhanced by the creation of an Industrial Relations Information Network (IRNET) which will make use of the potential of information technology to develop networking arrangements with the multidisciplinary advisory teams, other industrial relations databases and research centres. IRNET will be the focus of the collection, analysis and dissemination of information covering all the technical activities of the major programme and as such will promote the more widespread dissemination of technical information on industrial relations and enhance the visibility of the ILO in this respect. Methodological tools will be developed to facilitate the design and implementation of action-oriented information systems on labour administration. Interdisciplinary research will be carried out on labour relations, and particularly cooperative approaches to collective bargaining, the

role of labour relations in improving the content and quality of work and public sector pay. A tripartite meeting on export processing zones will also be held during the biennium.

80.4. The resources for this major programme have increased by some $1.2 million in comparison with the biennium 1996-97. There is an increase of 3/07 Professional work-years and 5/0 General Service work-years as well as an overall increase of some $64,000 in non-staff costs. In order to render ILO services to constituents more effective in these technical fields, the former Labour law and labour relations programme is now presented as two programmes: the Labour law programme and the Industrial relations programme. This reorganization will permit a more focused approach to the problem of industrial relations in member States, a vital area as regards economic and social development, and structural adjustment.

80.1. Department management

80.5. Provision is made under this programme for the director of the department and secretarial support. The RBTC provision of some $496,600 will be used to fund the activities described under the respective programmes.

80.2. Labour law

80.6. The political and economic changes taking place in many member States raise the question whether existing labour legislation is well adapted to present day needs. Democratization requires the reform of their labour law to ensure adequate protection of the basic workers' rights that underpin democratic processes. At the same time, in the context of heightened competition arising from globalizaton, established labour law rules must not only protect the welfare of workers but also contribute to the competitiveness of enterprises and the economy at large. Similarly, structural adjustment programmes often rely on labour law to establish a framework within which economic adjustment can occur while taking due account of social considerations. In some countries certain legislative provisions are criticized as hindering structural adjustment, enterprise efficiency and employment creation. Many countries do not have adequate capacity for assessing the likely impact of particular kinds of labour law provisions on worker protection and economic efficiency. The evaluation of labour law's economic impact requires careful analysis of the national economic, political, legal and social context, as well as a knowledge of the evolution and revision of labour law in other countries. Linked to the need to revise labour law is the need to reform the machinery for enforcing labour legislation, in particular procedures for settling disputes over rights, such as grievance procedures in the enterprise and labour court procedures. The settlement of rights disputes in a way that is efficient, equitable and transparent is posing problems in some countries.

80.7. The objectives of this programme are: (a) the adoption of labour legislation which reinforces basic human rights guarantees, regulates the employment relationship in ways that satisfy the need for both social equity and economic efficiency while enhancing the capacity of social partners to participate in dialogue; (b) increased capacity of ILO constituents to choose among differing approaches to the formulation of such labour legislation; (c) the enhanced capacity of ILO constituents to draft and implement labour legislation; and (d) the improvement of procedures for settling disputes on the application of labour law and the contract of employment. With respect to the last objective, this programme will deal only with disputes under law, not with collective bargaining disputes, which fall under the competence of the Industrial Relations programme. More generally, the work of this programme will focus on the legal aspects of the individual relationship between employers and workers. Also, the Labour Law programme will seek to achieve the adoption, by member States, of labour legislation which provides an adequate framework for effective tripartite consultation, collective bargaining, workers' participation and the settlement of labour disputes, working in close collaboration with the Industrial Relations programme. These objectives will be pursued having regard to international labour standards and taking into account national conditions and the varying economic and social situations in member States.

80.8. The activities carried out under this programme will mainly consist of technical advisory services and support for technical cooperation activities to assist member States in reviewing and revising their labour legislation. The need for ILO advisory services is increasing and it is expected that some 40 requests for advisory services will be received and dealt with by this programme in 1998-99. Advisory services will mainly take the form of drafting labour laws, consulting with employers and workers and their organizations regarding existing laws and their perceptions of required changes, providing information and advice to national legislative policy-makers, commenting and advising on draft laws drawn up by member States, and participating in tripartite discussions of labour law revision. Activities which concern the legal regulation of collective labour relations, including collective bargaining, settlement of interest disputes, workers' participation and wage determination, will be carried out jointly with the Industrial Relations programme.

80.9. With a view to promoting internal efficiency as well as the building of national capacity, guidelines on labour legislation will be elaborated in order to assist the revision of existing labour legislation or the drafting of new legal texts. These guidelines will be designed to promote the development of sustainable national expertise in legal drafting. The ongoing dialogue between the ILO and the World Bank on this subject will be pursued with a view to promoting a better understanding of the relationships between labour law, social justice, economic efficiency and the need for tripartite consultation. This programme is also responsible for standard-setting activities, including the second discussion at the Conference in 1998 of possible international standards on contract labour.

80.10. The collection, analysis and dissemination of information will focus on current issues related to the contract of employment, precarious forms of employ-

ment relationship and the settlement of disputes concerning the application of labour law and the employment contract. A digest will be prepared on the rights and obligations of employers and workers in the event of the sale or merging of enterprises in the context of privatization or restructuring. In that context, labour law provisions dealing with rights and obligations of workers and employers in the event of sale or transfer of enterprises constitute an important framework of reference for all parties. This digest will provide information on 30 to 40 major countries in which legislation on this issue has been introduced or revised. This work will contribute to the Industrial Relations Information Network (IRNET) to be developed under the Industrial relations programme.

80.11. Subregional seminars will be organized in order to promote discussion on problems of implementation of international labour standards such as the Termination of Employment Convention (No. 158) and Recommendation (No. 166), 1982, the Workers' Claims (Employer's Insolvency) Convention (No. 173) and Recommendation (No. 180), 1992, and any instrument adopted in 1998 on contract labour. One such seminar will be organized in Africa or Latin America, financed by RBTC resources, in collaboration with major programme 50 (International labour standards and human rights) and the relevant multidisciplinary advisory teams. Another seminar will be organized along the same lines in the other region if resources are available.

80.12. Extra-budgetary resources amounting to some $2.2 million are expected to become available for technical cooperation activities. RBTC resources will be used to respond to requests for assistance from constituents, particularly in countries implementing structural adjustment programmes or undergoing transition to a democratic society and a market economy. Extra-budgetary and RBTC resources will also be used to finance seminars and meetings for the tripartite discussion of major issues of labour law, with a view to assisting member States in the formulation and implementation of national policy on these issues.

80.3. Industrial relations

80.13. Recent political and economic changes have placed national industrial relations systems under considerable strain. Effective social dialogue between the tripartite constituents is an important means of consolidating the democratization process that is under way in a number of countries. Harsher competition in globalized markets is also making it indispensable, although increasingly difficult, to achieve consensus among the social partners on how to reconcile greater competitiveness and social justice. Increasing economic interdependence is challenging the effectiveness of national systems of labour relations in regulating the relationship between employers, and particularly multinational enterprises, and workers. The decentralization of collective bargaining in many countries is making it necessary to restructure and adapt labour relations institutions. New forms of human resource management based on individual relations between employers and workers are challenging the representational role of trade unions and other institutions. Moreover, in many developing and transition countries employers' and workers' organizations are relatively weak and the machinery for collective bargaining and dispute settlement is often fragile or ineffective.

80.14. The objectives of this programme are: the strengthening of tripartite social dialogue and collective bargaining as a means of reconciling the aims of economic efficiency and social justice; the establishment and development of machinery for the peaceful settlement of labour disputes; and the design and implementation of pay policies and systems consistent with increased efficiency and equity considerations. Assistance will be provided to constituents for the achievement of these objectives through technical advisory services and technical cooperation activities. These activities will be supported by the collection and dissemination of information on important issues in the fields of labour relations and remuneration, as well as by research and the development and promotion of international labour standards. An Industrial Relations Information Network (IRNET) will be developed using modern information technology in order to extend the information capabilities of the programme by first consolidating existing data resources into easily accessible and visible products, and secondly providing an interactive industrial relations information service for ILO headquarters and the field structure. Research activities will focus on: the role of labour relations in improving the quality and content of work; workers' representation in multinational enterprises; and public sector pay systems. Administrative support will continue to be provided to the International Industrial Relations Association (IIRA), through which the ILO gains access to the industrial relations expertise of academics and practitioners around the world in support of its research and technical assistance activities. The programme's activities to promote tripartite institutions and procedures will be designed to give effect to the conclusions adopted by the Conference in 1996 concerning tripartite consultation at the national level on economic and social policy, and the achievement of full employment in a global context: the responsibility of governments, employers and trade unions.

80.15. One focus of data analysis and information activities will be the provisions of bipartite and tripartite agreements that address the issues of job creation, job protection and enterprise competitiveness through measures such as trade-offs between a commitment by the management to keep existing and/or create new jobs and union cooperation in productivity improvement and labour cost containment. The findings of this work will be published in an information digest and disseminated to ILO constituents as a source of reference on innovative approaches to employment issues through collective bargaining.

80.16. RBTC resources will continue to be used to respond to requests for assistance from constituents, particularly in countries implementing structural adjustment programmes and those that are seriously affected by economic change or undergoing

the transition to a democratic society and a market economy. RBTC resources will also be used to finance seminars and meetings for the tripartite discussion of major issues in the fields of labour relations and wage policies.

Improving the content and quality of work

80.17. Research will be undertaken and information disseminated on the role of labour relations in improving the content and quality of work. The growing pressure on enterprises to improve productivity is focusing attention on how to increase worker motivation, particularly through improvements in the content and quality of work. Although several experiments are underway in member States, their results often fall short of expectations. The reasons for this failure include the lack of labour-management cooperation and of adequate reforms of the pay system to accompany changes in the content of work. The objective of this work is a greater understanding by constituents of how the content and quality of work can be improved through joint cooperative action with a view to increasing worker satisfaction and motivation and enterprise productivity. A related objective is an improved understanding by constituents of the relationship between the quality of jobs and pay systems. Information will be collected and analysed on the role of collective bargaining and workers' participation in improving the content and quality of work with a view to identifying ways of enhancing the effectiveness of labour relations machinery in this area. The findings of this work will be published in an information digest for use by the social partners as a source of reference.

Workers' representation in multinational enterprises

80.18. Another area in which research will be carried out is workers' representation in multinational enterprises. Most strategic decisions in multinational enterprises are taken at headquarters. As a result, employees in their overseas operations often find it difficult to safeguard their interests through negotiations and consultations with local management. The most dramatic cases concern plant closures and large-scale redundancies due to central management decisions to suspend operations or transfer them elsewhere. Trade unions throughout the world have therefore been demanding the establishment of machinery for negotiation or consultation at the corporate level. In the European Union, this led to the adoption in 1994 of a Directive on the establishment of a European Works Council or an employee information and consultation procedure in Community-scale undertakings and groups of undertakings. Many of the representative institutions established under this Directive will soon have been in existence for several years. The objective of this research is a better understanding by constituents of the current situation as regards worker representation and information in multinational enterprises and of the factors that contribute to the successful operation of participative mechanisms in those enterprises. The extent of consultation in Community-scale enterprises in the European Union and in multinational enterprises outside the European Union will be assessed and the functioning of existing representative institutions analysed with a view to identifying the conditions for their successful operation and replication. The findings will be set out in reference materials on workers' representation in multinational enterprises which will be disseminated to constituents and used by ILO officials in advisory services.

Public sector pay

80.19. Pressure to reform public sector pay systems continues as governments seek to control public expenditure and improve efficiency. However, even in a situation of the decentralization of management and pay administration, middle-level public sector managers frequently exercise little significant authority on pay questions and there is only limited involvement by employees in pay decisions. Research will therefore be carried out on the changes taking place in public sector pay systems with a view to providing constituents with the information that they require to be able to improve public sector pay policies and systems and adapt them to the changing nature of public sector jobs and organizational goals. The results of this research will be included in materials to support advisory services in this field.

Tripartite Meeting of EPZ-operating Countries

80.20. In the biennium 1996-97, an action programme on Labour and social issues relating to export processing zones (EPZs) is being implemented in order to clarify the relationship between the economic, social and labour dimensions of EPZs, and to assess the factors that enable EPZs to combine economic efficiency with social benefits. The work of this action programme is also focusing on the extent to which labour and social practices have been, or can be, shaped by targeted incentives, education and training, and national and international policy measures. This work should provide a basis for designing and developing EPZs in a manner that optimizes their impact on employment, conditions of work and overall development. A Tripartite Meeting of EPZ-operating Countries will be held in Geneva for five days ($168,000) to consider how to improve the economic and social performance of EPZs and the extent to which international labour standards can provide an appropriate basis for the conduct of social and labour issues in EPZs. It is intended that the Meeting should agree on guidelines for the establishment of a conducive climate for investment and improved employment relations in EPZs. Ten tripartite delegations will be invited to attend the Meeting, which was originally planned for the biennium 1996-97.

Action programme

Cooperative approaches to collective bargaining

80.21. Collective bargaining is far from being a widespread practice in many ILO member States, particularly

in developing countries and countries in transition, but also in some newly industrialized countries. It is even losing ground in some industrialized countries in which it was hitherto fairly well developed. Moreover, the process of collective bargaining has also been undergoing transformation, from a purely distributive process to one in which greater emphasis is placed on seeking mutual gains through cooperative negotiations. Current trends towards the decentralization of collective bargaining are increasing the need for training in negotiating techniques and the development of more cooperative approaches to collective bargaining at decentralized levels, where the parties often lack adequate expertise. There is therefore a widespread need for the representatives of workers' and employers' organizations to be trained in the techniques of negotiation in general, and in modern approaches to problem-solving and bargaining for mutual gains in particular.

80.22. The objective of this action programme is the development of greater expertise by the social partners in cooperative approaches to negotiation that are beneficial to both parties, as a means of increasing the incidence of collective bargaining. Research will be carried out on successful cooperative bargaining practices. The training approaches adopted in various member States will be reviewed and evaluated with a view to integrating the merits of each experience into a coherent training method applicable to ILO tripartite constituents. The findings of this work will be published in reports and discussed in a series of national and subregional seminars, which will identify the needs of the tripartite constituents in a number of countries and regions. Training materials will be designed for union and management representatives and will cover cooperative bargaining in general, as well as negotiating techniques on newly emerging subjects, including technological change and the organization of production.

Action programme

The contribution of industrial relations to regional economic integration

80.23. A common feature of the regional economic integration processes currently occurring in various regions of the world is the harmonization of substantive national law and practice. These include economic and social regulations, where the objective of harmonization may be to achieve greater flexibility in certain aspects of the labour market in all the countries of the region, or to "take labour out of competition" through the observance of certain minimum standards in all the countries concerned. While "harmonization" clearly does not mean "uniformization", it would nevertheless appear that there are currently several fields, including industrial relations, in which harmonization needs to make some progress.

80.24. The objective of this action programme is greater awareness by the relevant decision-makers of the contribution that industrial relations can make to integration processes, with a view to the strengthening of the role of industrial relations in regional integration. Information will be prepared for the use of decision-makers in countries that are in the early stages of a regional integration process or are interested in initiating such a process with a view to assisting them in their assessment of the contribution that industrial relations can make to regional integration, and the form that it should take. The information will be compiled on the basis of the experience of existing regional groupings, including the European Union, Mercosur and NAFTA. It will include an analysis of the ways in which national industrial relations systems have been harmonized, the industrial relations machinery that has been established at the regional level and the areas in which substantive economic and social rules (such as the protection of workers in the event of termination of employment, the legal status of "new" forms of employment relationships or flexible work schedules) have been harmonized through industrial relations institutions and procedures. The information that is prepared will be made available in a variety of manners, including written materials, the provision of technical advisory services and the organization of regional seminars.

80.4. Labour administration

80.25. The world of work is being deeply affected by the integration of national economies into world trade. The restructuring process that is taking place is having a considerable impact on workers, enterprises and the labour market. New demands for improved productivity imposed by rapid technological changes and a more competitive environment are influencing working conditions, employment, skill needs, and the level and nature of unemployment. In this context, labour administration systems and Ministries of Labour have a very important role to play as their functions include improvement of working conditions, settlement and prevention of labour disputes, strengthening of social dialogue, transparency and fluidity of the labour market, and development of adequate vocational training systems. To fulfil this role effectively, labour administration systems and Ministries of Labour must constantly adapt their actions and services. They need to develop new forms of organization, management and intervention. However, many labour administrations are unable to fulfil their important functions adequately, particularly in view of the drastic reductions that are being made in public expenditure and the need to constantly justify the cost of their activities.

80.26. The objective of this programme is the design and implementation by labour administrations, including labour inspection systems and employment services, of more effective policies and measures for the protection of workers and the improved functioning of labour markets. Taking into account the important changes in the world of work, emphasis will be placed

on the development of new reference points and methodologies to improve the services provided to constituents. These objectives will be achieved through the provision of technical assistance and support for technical cooperation and training activities, particularly in the fields of the organization and functioning of labour administration systems, labour inspection and public employment services. These activities will be supported by the collection, analysis and dissemination of information and the production of reference materials and analytical tools. In addition to the analysis of reports on ratified Conventions, activities will be undertaken to promote the revised instruments on fee-paying employment agencies that are expected to be adopted by the Conference in 1997.

80.27. Extra-budgetary resources amounting to some $6.3 million are expected to be made available for technical cooperation activities in this field. RBTC resources will be used to support national technical cooperation projects and the technical assistance provided by the multidisciplinary advisory teams.

Development of labour administration

80.28. An effective labour administration system plays a vital role in the formulation and implementation of national labour policy. It is an essential factor of a successful development policy and the achievement of social progress. However, particularly in developing countries, the capacity of labour administrations to respond to current challenges is often impaired by shortage of resources and qualified managerial staff. The objective of this subprogramme is the development of effective labour administrations that are capable of adapting to the current radical changes in the world of work, while at the same time safeguarding the protection of workers and social progress. The assistance provided to achieve this objective will concentrate on strengthening institutions, improving their functioning and reinforcing the participation of the social partners in the design and implementation of national labour policies. The activities undertaken will include the provision of direct technical advisory services to Ministries of Labour, training activities for managerial and skilled staff, and tripartite evaluation missions. Through the implementation of technical cooperation projects, support will be provided to assist in the organization and operation of Ministries of Labour, including the departments responsible for relations with the ILO, and for providing advice and other services to employers' and workers' organizations. The database on national labour administration systems will continue to be updated and comparative information and references will be disseminated to constituents.

Action programme

Organization and management of labour administration systems

80.29. In accordance with the Labour Administration Convention (No. 150) and Recommendation (No. 158), 1978, labour administration systems encompass a variety of institutions and a wide range of activities in the fields of labour standards, employment and human resources development, labour market information and industrial relations. Depending on the country, these activities and research on labour matters are carried out by Ministries of Labour in cooperation with other competent bodies and with the active participation, sometimes at a very high level, of the social partners. However, little knowledge is available of the most effective types of activities, and nothing is known of the prerequisites for their success. The results of these activities, and the manner in which they are evaluated, vary greatly, although it is clear that they have a crucial role to play in the advance of economic democracy.

80.30. Moreover, labour administrations in member States vary in the manner in which they react to the repercussions of globalization and the liberalization of world trade. In addition to adapting to technological, economic, financial and commercial changes, many countries have already had to review their public finances and carry out structural adjustments, the results of which have had a direct effect on Ministries of Labour and the public institutions responsible for labour administration. Labour administrations therefore have to demonstrate their capacity to improve their services and reduce their costs by proper evaluation techniques.

80.31. The objective of this action programme is an improved knowledge by constituents of effective methods of organizing and managing labour administrations, so strengthening Ministries of Labour. This objective will be achieved through the provision to governments and employers' and workers' organizations of information on labour administration systems throughout the world, including the role played by the social partners, their resources, trends in their development and significant achievements. A methodological framework will be developed to assist national policy-makers in their consideration and adoption of policies covering their labour administration systems. A guide will also be prepared on internal evaluation methods of the services (labour inspection, public employment services, placement of jobseekers, implementation of employment programmes, services to social partners, etc.) provided by the various labour administration institutions. A publication based on some ten case studies will be prepared describing the main systems of labour administration, taking into account geographical, cultural and economic criteria, with a view to providing structured information on their functions, organization, management and resources. Information on the economic situation and industrial relations in the countries concerned will also be included to facilitate understanding of the system. A publication will be produced on the methodology of analysing these situations to assist decision-makers. Finally, current internal evaluation systems in labour administrations will be analysed and a guide produced on such systems and the methods of evaluation applied.

Labour inspection

80.32. Although the fundamental function of labour inspectorates is to monitor the implementation of legal provisions for the protection of workers, their activities and responsibilities have been progressively broadened as a result of economic and social development. However, technological change and globalization are making it even more difficult for labour administrations in many developing countries to provide effective and productive labour inspection services, especially in view of the additional financial constraints arising out of structural adjustment programmes. It is therefore necessary to continue providing assistance to strengthen labour inspection services, particularly through the promotion of the relevant international labour standards (Convention No. 81 has already been ratified by 118 countries) and the analysis and identification of new methods of organizing and managing labour inspectorates.

80.33. The objective of this subprogramme is the establishment and strengthening in member States of effective mechanisms through which labour inspection systems can fulfil their mission efficiently. This objective will be achieved through advisory services, the organization of training activities and support for technical cooperation activities. In order to strengthen the implementation of labour laws, a campaign of promotion and information on labour inspection systems such as defined by Conventions Nos. 81 and 129 is necessary. Tripartite regional meetings will therefore be held in Latin America, South-East Asia and Africa, to assist countries that have not ratified these Conventions. Based on the outcome of these meetings, an analysis will be undertaken of problems in the ratification and application of these instruments, with a view to increasing the number of ratifications of these Conventions. Information and advocacy materials will be prepared for the use of the multidisciplinary advisory teams in this context. These activities will be supplemented by the development and updating of the database on labour inspection established during the biennium 1996-97 and by tripartite missions to evaluate the effectiveness of national labour inspectorates. Support will also continue to be provided to the International Association of Labour Inspection, which is a useful source of information and contacts with national labour inspectorates.

80.34. The ILO will provide governments, employers' and workers' organizations and experts with information on labour inspectorates at a time of great change in the social and technological nature of work and in its organization. Taking account of a study of some 20 selected countries, a manual will therefore be prepared as an operational tool to assist in decision-making by national leaders, the training of labour inspectors and the provision of information to all those concerned, and particularly the social partners.

Employment services

80.35. The challenge facing public and private employment services is to reduce unemployment and underemployment, by improving the functioning of the labour market. This requires collaboration between the multiplicity of labour market actors, including both public and private employment services. The effectiveness of the labour market depends on its transparency, the rapidity with which job vacancies and applicants are matched and its capacity to anticipate and adapt to future economic developments. How effective it is also depends on the relations between the various labour market actors.

80.36. The objective of this subprogramme is the improved performance of employment services, public and private, in promoting employment. In the assistance provided to constituents, emphasis will be placed on the effect to be given to a revised version of the Fee-Charging Employment Agencies Convention (Revised), 1949 (No. 96), which is likely to be adopted by the Conference in 1997. In close collaboration with the multidisciplinary advisory teams, support will be provided to member States on how to better articulate the employment promotion activities of both public and private employment services. An information campaign will be undertaken to increase awareness of the principles contained in the proposed new instruments, including four regional tripartite information seminars. These activities will be supported by the continued updating of databases on public and private employment services.

80.37. The productivity and profitability requirements imposed upon employers by globalized markets, and the resulting changes in the skill needs and flexibility of workers and jobseekers, require a re-examination of the role of public employment services, both as regards their users and in terms of their relationship with private employment agencies. Most industrialized countries and many developing countries suffer from serious deficiencies in matching the supply and demand for labour. Neither public nor private employment services are capable of providing labour market transparency and sufficiently effective services to overcome these major difficulties. However, many initiatives have been undertaken by member States in response to this problem which needs to be documented, analysed and brought to the knowledge of experts and those responsible for the design and development of employment policies. Taking account of the information available to the ILO and an in-depth analysis of the employment services in a number of countries, a technical manual will be prepared containing information on developments in the role and activities of employment services. The problems facing employment services will be identified and an analysis made of the various approaches adopted to respond to them. The types of services provided by employment services will be examined and changes in the organization and activities of public and private employment services will be described as a function of their strategic choices and labour market intervention policies. In-depth studies will be carried out in some ten to 15 countries as a basis for the publication of a reference work on this subject.

Major Programme 85. Multinational Enterprises

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
MULTINATIONAL ENTERPRISES	6/00	2/00	1,245,504	57,125	1,302,629	-	-	-	-	-
1998-99 TOTALS	**6/00**	**2/00**	**1,245,504**	**57,125**	**1,302,629**	-	-	-	-	-
1996-97 TOTALS	**6/00**	**2/00**	**1,245,504**	**57,125**	**1,302,629**	-	-	-	-	-

85.1. The continued rapid globalization of the world economy is fuelled in no small measure by foreign direct investment and the activities of multinational enterprises. In this context, the concern of governments to accelerate industrialization and economic progress in order to combat unemployment and minimize social unrest has led to a reversal in many developing countries of their earlier hesitations concerning foreign direct investment and multinational enterprises. In a situation of intense competition to attract foreign capital, know-how and technology, many governments are adopting codes of investment containing incentives and concessions to attract investors. However, the progressive rapprochement between governments and foreign investors could well create situations in which the interests and rights of workers are affected. Indeed, at a time when there is a growing tendency to relegate social and labour issues to a secondary position because of their cost, it is even more important to promote the more widespread acceptance of a consensus-based voluntary instrument that bridges the gap between national laws and regulations, which may not be wholly capable of dealing with situations arising from the activities of multinational enterprises, and international Conventions, which may not yet have been ratified, and even if ratified, are not being implemented by some of the countries concerned. This provides new opportunities for the promotion of the ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy as a useful set of guidelines for the policies and practices of ILO constituents.

85.2. The objective of this major programme is the more widespread observance of the principles contained in the Tripartite Declaration as a framework for action by governments, employers (including multinational enterprises) and workers to address the labour and social problems that may arise as a result of foreign direct investment and the activities of multinational enterprises. This objective will be achieved through activities to follow up the effect given to the Tripartite Declaration, the provision of assistance to further promote its observance, and research into trends and developments relating to foreign direct investment and the activities of multinational enterprises. In the course of the biennium, the questionnaire for the Seventh Survey on the effect given to the Tripartite Declaration (1996- 99) will be prepared and sent out. Reports will also be submitted to the Governing Body Subcommittee on Multinational Enterprises on the promotional activities, technical cooperation as well as advisory services, research and other work carried out in this field by other organizations with similar interests.

85.3. The various sections of the Tripartite Declaration cover fields such as industrial relations, employment, training and working conditions. Work to promote the wider observance of the Tripartite Declaration will therefore be carried out in close collaboration with the experts in the multidisciplinary advisory teams, with a view to extending the range of advisory services provided to constituents and furnishing them with useful tools to minimize any problems that they may face in relation to multinational enterprises, foreign direct investment and export processing zones. In addition to reinforcing collaboration with its constituents, the Office will explore ways of working with other organizations to minimize the social and labour problems arising in this field. These organizations include: international, regional and national donors; financial institutions, the regional economic commissions and similar groups (EU, ASEAN, APEC, Mercosur, etc.); organizations which play a catalytic role in promoting foreign direct investment and industrial and economic development; and NGOs that are active in promoting workers' rights in relation to foreign direct investment, multinational enterprises and export processing zones.

85.4. The capacity of the Office to provide its constituents with advisory services, offer and implement technical cooperation and disseminate information is dependent on its access to up-to-date and reliable information. Research will therefore continue to be carried out into new problems arising in relation to foreign direct investment and multinational enterprises in the conte t of a globalization process that is gathering momentur The findings of this research will be disseminated in the form of documentation and publications.

85.5. The representatives of multinational enterprises have frequently reiterated that any international action to minimize labour problems and improve standards should be of a cooperative nature, and any instruments that may result therefrom should be voluntary and non-coercive. It is no doubt in this spirit that many multinational enterprises have adopted "voluntary" corporate codes and guidelines.A compendium of these instruments will be prepared, with an

accompanying handbook containing comments, cross-references to the Tripartite Declaration and a list of the relevant basic international instruments. The compendium will be useful not only in assisting the work of the Office in further promoting its instruments, but also in providing model texts to enterprises, including the growing number of smaller and medium-sized multinational enterprises that are operating worldwide and may wish to have similar instruments. It will also be useful to other users as a reference text.

85.6. The resources of this programme are at the same level as for the 1996-97 biennium.

Major Programme 90. Working Conditions and Environment

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
90.1	DEPARTMENTAL MANAGEMENT	15/04	8/00	3,595,824	1,588,336	5,184,160
90.2	OCCUPATIONAL SAFETY AND HEALTH	34/07	24/11	8,714,920	611,182	9,326,102
90.3	CONDITIONS OF WORK	19/02	10/05	4,440,760	590,963	5,031,723
1998-99	**TOTALS**					
	REGULAR BUDGET	69/01	43/04	16,751,504	2,790,481	19,541,985
	OTHER SOURCES	5/08	5/06	1,590,576	25,453,667	27,044,243
1996-97	**TOTALS**					
	REGULAR BUDGET	67/07	47/00	16,918,128	3,465,909	20,384,037
	OTHER SOURCES	6/01	3/00	1,374,336	19,525,049	20,899,385

90.1. Working conditions and environment are at a crossroads. On the one hand, rapid, massive and often unpredictable economic and technological changes, driven largely by globalization, liberalization and privatization, have called into question accepted values and traditional forms of protection. At the same time, as shown by the current debate on the social implications of trade liberalization, concern about workers' rights, disparities among and within countries in the extent and levels of worker protection and their perceived implications for trade and competitiveness have catapulted the subject to the top of the international agenda. These challenges and constraints require new and innovative responses from the ILO's tripartite constituents.

90.2. The objective of this major programme is the design and implementation by constituents of policies and programmes that improve working conditions and the working environment, including programmes and measures to combat child labour. The activities of the major programme have been planned with the goal of producing a series of integrated outputs that will provide a basis for an international symposium on worker protection in the 21st century, to be convened in the year 2000. These activities will include the development and promotion of international labour standards and the provision of technical advisory services, information and training to constituents, supplemented by the following new initiatives:

- the establishment of an ILO Global Programme on Occupational Safety, Health and Environment as a framework for mobilizing new and additional technical cooperation resources to support action by member States in the field of occupational safety and health;
- a concentration of work on combating safety and health problems in particularly hazardous occupations;
- new research on the labour and social implications of genetic screening;
- a special publication on the fundamental principles of occupational health and safety, setting out the major principles of prevention and protection embodied in ILO instruments and based on national experience;
- special research on violence at work, with a view to the preparation of practical guidance; and
- the development of new standards on child labour.

90.3. The resources for this major programme have been reduced by $842,000 in comparison with the biennium 1996-97. There is a reduction of 3/08 General Service work-years, partially offset by an increase of 1/06 Professional work-years. Other reductions amounting to some $675,000 include a 20 per cent reduction in RBTC ($280,000), a reduction in the participants' costs due to fewer meetings for the major programme ($158,000) and a decrease in other costs of $237,000. Programme 90.2 (Occupational safety and health) constitutes the merger of two programmes (Occupational safety and health and Safety and health information services).

90.4. Extra-budgetary resources amounting to some $25.4 million are expected to become available during the biennium, over 70 per cent of which is for work under the International Programme on the Elimination of Child Labour (IPEC). It is estimated that $0.6 million may be available for projects in the area of conditions of work and work-related facilities and services and some $7 million for safety and health. An RBTC provision of $1.1 million will be used to respond to requests for assistance from constituents for the design and implementation of national programmes to combat child labour and improve working conditions and environment. In addition, the launching of the Global Programme on Occupational Safety, Health and Environment will further strengthen technical cooperation activities in the field of occupational safety and health.

90.1. Departmental management

90.5. Provision is made under this programme for the director of the department and support staff, as well as for subprogrammes on environment and the world of work and on child labour and an action programme on extreme forms of child labour.

Child labour

90.6. The Governing Body and the Conference have shown increased concern for issues related to child labour and have called upon the Office to strengthen its efforts to assist member States in this field. The Conference considers that priority must be given to action on extreme forms of child labour. The objective of this subprogramme is therefore the strengthened capacity of the ILO's tripartite constituents and other relevant groups to take action to eliminate child labour. In this context, special attention will be given to the development of an integrated, targeted and bold approach to child labour through: the identification of new policy frontiers and means of action; policy-oriented research; the collection and dissemination of new and accurate information; the provision of increased support to workers' and employers' organizations; and the coordination of activities with international organizations and governments interested in action against child labour in general and in hazardous work in particular.

90.7. An important aspect of ILO action in this respect is its work to enhance awareness at all levels and to collect and disseminate information on child labour. The methodology for surveys of child labour that was developed and tested during the biennium 1996-97 will be used to prepare regular reports on global trends in child labour, as required by the resolution concerning the elimination of child labour adopted by the Conference in 1996 and as requested at the Informal Tripartite Meeting at the Ministerial Level on Child Labour (June 1996). Awareness-raising activities will include the organization of seminars and workshops and the preparation of reports and booklets on emerging and contentious issues, such as labelling and corporate conduct, for use by major business and consumer groups and by workers' organizations.

90.8. The ILO's work on child labour is carried out by various major programmes and the field structure. One of the responsibilities of this subprogramme is the development and implementation of a consistent Office-wide policy and programme of action to strengthen linkages between research and information activities, the International Programme on the Elimination of Child Labour (IPEC) and other field activities, including those of the multidisciplinary advisory teams. Support will continue to be provided for the development of the new international labour standards on child labour that are expected to be adopted in 1999. A Meeting of Experts on Labour Inspection and Child Labour will also be convened, as proposed at the Informal Tripartite Meeting at the Ministerial Level on Child Labour (June 1996). The meeting, which will be held in Geneva for three days with the participation of 20 governments, ten employers and ten workers ($170,000), will provide an opportunity to draw attention to the critical role of labour inspectors in combating child labour, identify best practices and approaches and facilitate the sharing of experience in this area. The work of the subprogramme will also include playing an active and catalytic role in promoting policies and action by organizations in the United Nations system and elsewhere to enhance the achievement of ILO objectives in this field.

Economic implications of action against child labour

90.9. The goal of the immediate elimination of the most abusive forms of child labour requires policy reforms and a change in social attitudes at the national level. Reforms are needed on various fronts, including the education system, with the aim of providing affordable, relevant and good quality education to all children. Labour market measures also need to be taken to empower the poor. These measures all have a cost and organizational implications. Member States require assistance in setting realistic goals and formulating integrated programmes of action. Information will therefore be collected and analyses undertaken of the economic and institutional implications of: providing universal and free education to all children; providing effective rehabilitation programmes for children who are withdrawn from hazardous work; and establishing an efficient labour inspection system. An analytical framework will be developed to estimate the macroeconomic cost of selected interventions. The framework will be tested in a number of African, Asian and Latin American countries and a publication will be produced containing an analytical model for policy options, as well as information and analysis on the economics of action against child labour. The publication will be used in advisory work and as an advocacy tool to promote a radical shift in public policy.

Action programme

Action against extreme forms of child labour

90.10. There is growing consensus within the ILO and in the international community that the ILO should give priority to the most intolerable forms of child labour. This is reflected in the resolution on child labour adopted by the Conference in 1996, the discussions of the Informal Tripartite Meeting at the Ministerial Level on Child Labour (June 1996) and the World Congress on the Commercial Sexual Exploitation of Children (Stockholm, August 1996), as well as in the programmes of conferences in Amsterdam (February 1997) and Oslo (October 1997) that are being organized respectively by the Governments of the Netherlands and Norway in collaboration with the ILO. The subject has also been placed on the agenda of the Conference in 1998 and 1999 with a view to the adoption of new standards on child labour. The objective of this action programme is greater awareness by constituents of how extreme forms of child labour can be eliminated immediately. The assistance provided in this respect will be based on previous ILO activities, particularly the guidelines and manual on action planning prepared in previous biennia. Further conceptual and empirical work will be carried out, including: the definition of work-related hazards; the identification of the occupations and industries that are especially hazardous and dangerous, and the groups of child workers that are especially vulnerable; the articulation of appropriate legislative changes and enforcement measures; and the

design and implementation of rehabilitation programmes to support enforcement. Taking account of national experiences and case studies, this work will focus on effective enforcement. The findings of this new work will be integrated with selected previous ILO materials in order to publish a practical, up-to-date handbook containing information, analysis and proposals on how to develop specialized activities which target extreme forms of child labour. It will also provide other relevant information on the fundamental components of legislative action, with emphasis on enforcement provisions; and action by governments to carry out effective enforcement and inspection in collaboration with employers' and workers' organizations and non-governmental organizations. The handbook will be complemented by media kits and information leaflets and will be intended for the use of Ministries of Labour, Education and Social Welfare, as well as by the multidisciplinary advisory teams and IPEC to provide practical support in the design of national programmes of action against the most intolerable forms of child labour. The findings of the action programme will be reviewed and tested in workshops.

International Programme on the Elimination of Child Labour (IPEC)

90.11. The International Programme on the Elimination of Child Labour (IPEC) now covers more than 20 countries. Contributions have risen from around $5 million in 1992-93 to some $24 million in 1996-97. The objective of IPEC continues to be the progressive elimination of child labour through the strengthening of national capacities and the promotion of a worldwide movement against child labour. The Programme focuses on preventive measures and gives priority to the eradication of the most hazardous and exploitative forms of child labour.

90.12. IPEC will continue to assist member States to assess the scope of their child labour problem, develop a strategic and coherent national plan of action and implement innovative measures to address the issue. The emphasis will be on replicating and expanding successful pilot projects and systematically integrating child labour issues into social and economic development policies, programmes and budgets. IPEC will therefore continue to expand cooperation with Ministries of Labour and Education and other key governmental agencies at the national and local levels, as well as with employers' and workers' organizations, other NGOs and United Nations agencies.

Environment, sustainable development and the world of work

90.13. The achievement of environmentally sound and sustainable development is one of the most important priorities at the national, regional and international levels and is directly related to the ILO's objectives, including employment promotion and the protection of workers. The approach adopted in assisting constituents to meet this challenge is to integrate an environment and sustainable development dimension, as appropriate, in ILO programmes and projects, as well as to assess the environmental impact of ILO activities.

90.14. The interdepartmental project on environment and the world of work carried out in the biennium 1994-95 provided considerable practical experience related to safety, health and environment and identified innovative ways of promoting action by constituents to follow up the relevant Agenda 21 recommendations at the enterprise, local and national levels. Through the ILO's field structure, and particularly the multidisciplinary advisory teams, assistance will be provided to constituents for the design and implementation of work-related measures linked to the environment, including new approaches to promoting the implementation and ratification of the relevant international labour standards. Technical support will be provided to constituents for the integration of work-related issues into national environment and sustainable development strategies and policies. Relations will be maintained with the United Nations system, especially as regards follow-up to Agenda 21 and other major United Nations conferences on environmental matters. The consideration of work-related issues will be promoted in the context of sustainable development programmes and policies throughout the United Nations system, and particularly with UNDP and the World Bank. The work of this subprogramme includes special responsibility for the design, development and promotion of the Global Programme on Occupational Safety, Health and Environment.

90.2. Occupational safety and health

90.15. Despite national efforts to improve occupational safety and health performance, many countries continue to experience unnecessarily high rates of occupational accidents and diseases. It is estimated that there are over 125 million work injuries and 220,000 fatal work accidents per year. Moreover, policies and programmes to prevent and reduce accidents and diseases are confronted with new challenges arising from the introduction of new processes and substances, increasingly sophisticated technologies and manufacturing techniques, the lack of a global classification and labelling system for chemicals and, worse still, the low priority often accorded to safety and health programmes and activities. These constraints are further compounded by inadequate training and the limited availability of information on hazards and how to deal with them. Constituents therefore need assistance in: adopting and reviewing policies and programmes for the prevention of occupational accidents, major industrial accidents and work-related diseases; promoting safety in the use of chemicals, new technologies and energy sources; and designing and implementing measures to improve the working environment.

90.16. The objective of this programme is the increased capacity of member States to prevent or significantly reduce the incidence of occupational accidents and work-related diseases and to improve the

working environment. The activities to be undertaken to achieve this objective include the development of standards, the dissemination of information to constituents and the provision of practical guidance for the design and implementation of national and enterprise-level programmes, the improvement of laws and regulations and the development of national tripartite safety and health structures. Special priority will be given to strengthening the ILO's capacity to provide technical assistance to constituents through the establishment of a Global Programme on Occupational Safety, Health and Environment, which is expected to mobilize significant resources in support of technical cooperation activities. The support provided to the multidisciplinary advisory teams and the field structure will concentrate on the promotion of codes of practice and guidelines, the preparation of policy and technical guidance notes and the production of practical briefing kits to assist in responding to requests for assistance from constituents. Taking account of the very wide range of international action in this field, the Office will strengthen and focus its capacity to act as a catalyst on occupational safety and health issues within the United Nations system and elsewhere.

Policies for occupational safety and health

90.17. Safety and health policies are witnessing a change of emphasis from adversarial enforcement activities to the development of collaborative partnerships for the management of safety and health at the workplace. With a view to responding to the changing requirements of constituents in this field, in addition to the continued provision of a variety of forms of technical assistance, priority will be given to two areas of work. The first of these is the preparation of a special publication on the fundamental principles of occupational health and safety based on the ILO's occupational health and safety philosophy of prevention and protection. The second will consist of a coordinated programme of activities designed to improve occupational safety and health performance in particularly hazardous occupations and sectors. These activities will be supported by work to promote greater compliance with the large number of ILO standards related to occupational safety and health, as well as the collection of information, research and analysis. Support will be provided for the revision of the classification of occupational accidents and to the work of the Sixteenth International Conference of Labour Statisticians (1998), the Joint ILO/WHO Committee on Occupational Health and the XVth World Congress on Occupational Safety and Health, to be held in Brazil in 1999. Policy guidance and briefing notes based on the results of these activities will be produced to assist constituents develop improved occupational safety and health policies.

Fundamental principles of occupational health and safety

90.18. Taken as a whole, international labour standards on occupational safety and health, including the relevant Conference resolutions, contain an occupational safety and health philosophy that can be used as a basis for policies and programmes to make the working environment safe and healthy for all. The principles of prevention and protection embodied in these instruments will be compiled in an attractive and user-friendly publication on the fundamental principles of occupational health and safety for the use of those responsible for occupational safety and health policies, laws, regulations and programmes. Taking account of this work, a briefing note will be prepared on minimum occupational safety and health requirements for national labour codes.

Hazardous occupations

90.19. Special emphasis will be placed on activities to improve occupational safety and health performance in particularly hazardous occupations and sectors. Research will be carried out to identify hazardous occupations, review the relevant national laws and practice and prepare briefing materials on successful policy and programme responses to improve conditions in hazardous occupations. This work will be supplemented by the development of a series of focused and integrated tools to assist constituents take immediate and practical action to respond to the most urgent and significant occupational safety and health problems. This collaboration will cover work on ergonomic measures in hazardous occupations, data sheets on hazardous occupations, work-related diseases, safety in the use of chemicals at work and child labour, as well as the action programme on safety culture and the various activities related to information services.

Accident prevention and ergonomics

90.20. The objective of this subprogramme is the reduction of the number of occupational accidents and injuries, especially fatal accidents, in member States. With a view to achieving this objective, technical assistance will be provided to assist constituents broaden the application of ergonomic methods through the strengthening of participatory safety and health initiatives and mechanisms. Special emphasis will also be given to activities that respond to the most urgent and significant problems encountered in particularly hazardous occupations, such as mining, construction and agriculture. Case studies will be prepared on best practices and training materials will be produced to support the identification of safety, health and environmental risks at the enterprise level in hazardous occupations and sectors. Training and technical cooperation activities will be undertaken to strengthen tripartite safety councils, voluntary national organizations and safety and health committees at the enterprise level. In collaboration with major programme 120 (Statistics), a networking arrangement for the collection and dissemination of reliable statistics on occupational injuries will be established involving the national and collaborating centres of the Occupational Safety and Health Information Centre (CIS), the Occupational Safety and Health Hazard Alert System and WHO.

90.21. In view of the lack of handbooks, manuals or other single sources of information on the hazards related to specific tasks and occupations, information

activities in this field will include the development of data sheets on hazardous occupations. This work will be closely related to the production of other materials, such as chemical safety data sheets and ergonomic data sheets. These data sheets will be reviewed by experts and practitioners and will be introduced to constituents through workshops organized in the context of technical cooperation projects. Work on the harmonization of occupational safety and health terminology will include the finalization of the compiler's guide and phrase collection prepared during the biennium 1996-97.

Action Programme

Safety culture

90.22. Recent reports of public inquiries into major industrial accidents and fires attach considerable importance to the establishment of a safety culture as a key to the improvement of safety, health and well-being at work. The development of a safety culture is a process in enterprises that links quality, productivity and occupational safety and health and in which emphasis is placed on sound managerial systems and voluntary action. A multidisciplinary approach is required and in an increasing number of cases a safety culture has now been recognized as an integral part of industry strategies to enhance competitiveness, credibility and occupational safety and health performance. With better access to information on the experience of enterprises in this respect, the safety culture approach would be adopted more widely.

90.23. The objective of the action programme is greater awareness by managers and workers of the benefits of a safety culture, with a view to the more widespread adoption of the safety culture approach. A critical review will be carried out of experiences of the development of a safety culture at the workplace and its value in promoting occupational safety and health. The findings of this review will be included in a report, which will examine the concept of working cultures, including safety culture, labour protection culture and corporate culture. It will also define the unifying concepts of prevention, protection and promotion, and identify the technical, economic and ethical conditions that influence the implementation of an effective safety culture. The report will be widely circulated for review and will provide the basis for a publication highlighting examples of good practices by enterprises that have implemented a safety culture, with emphasis on the importance of a participatory approach and the integration of occupational safety and health into management practices. A practical guide will also be developed to foster a commitment by managers and workers to the development of a safety culture approach at the enterprise level. These materials will be used and tested in a number of national workshops and seminars to promote internal safety and health audits by workers and managers at the enterprise level. Taking account of the experience and information gained during this process, the materials will then be revised for wide dissemination and use, particularly by the multidisciplinary advisory teams.

Occupational respiratory diseases and work-related disorders

90.24. If occupational diseases and work-related health problems are to be controlled, preventive action and early detection is essential. Member States therefore need to adopt occupational health practices, including health surveillance, which take into account the changing patterns of health hazards and the specific problems of the various sectors of activity. The objective of this subprogramme is the adoption by constituents of measures and the development of efficient infrastructures to prevent and combat occupational and work-related diseases and stress. The work of the subprogramme will focus in particular on occupational respiratory diseases and health surveillance. Guidance, training and information activities will be undertaken in order to develop the capacity of health professionals to detect occupational respiratory diseases at an early stage. Seminars will be organized on the use of the ILO classification of radiographs of pneumoconiosis. A digitalized version of the classification of radiographs will be prepared and the possibility will be explored of launching a joint ILO/WHO programme for the elimination of silicosis. The technical advisory services, training and guidance provided to constituents for the extension and strengthening of occupational health services will emphasize the need for a participatory approach and the quality management of health services.

Labour and social implications of genetic screening

90.25. Genetic screening has not yet been applied widely in occupational health with a view to identifying workers with a genetic make-up who may have a higher probability of contracting a work-related disease. However, the future wider application of such screening raises significant issues related to discrimination and confidentiality. A new ethical approach may therefore be needed. Studies and research on workers' privacy and the social impact and potential consequences of genetic screening will be collected and analysed with a view to developing a strategy and consensus statement to address or mitigate its potentially negative implications. This work will be carried out in cooperation with WHO and the International Commission on Occupational Health (ICOH).

Safety in the use of insulation wools

90.26. The international community has long been concerned at the potential hazards involved in the use of mineral and synthetic fibres. The Meeting of Experts on Safety in the Use of Mineral and Synthetic Fibres (Geneva 1989) recommended that the ILO should prepare and adopt a code of practice on safety in the use of insulation wools (glasswool, rockwool and

slagwool), covering the potential hazards of these fibres, the protection of workers against them, and safety measures for their use and handling. A draft code of practice will be prepared and submitted for examination and adoption to a meeting of experts to be funded by extra-budgetary resources.

Chemical safety and occupational hygiene

90.27. The widespread application of technological developments has resulted in the exposure of a growing number of workers to known and unknown hazards related to chemical substances, physical and biological agents, ionizing and non-ionizing radiation and electromagnetic fields. Nearly two out of three workers, or some two billion workers worldwide, are exposed to one or more of the thousands of potentially hazardous chemicals and biological agents used at the workplace. Moreover, the effects of exposure to hazardous chemicals are frequently compounded by inadequate training and the unavailability of the necessary information on hazards and the safe handling of chemicals. The problem is particularly acute in small enterprises and in agriculture. The establishment of adequate hazard communication tools is impeded by the absence of a global system for the classification and labelling of chemicals. Another growing threat is the potentially disastrous impact of major industrial accidents related to the production and use of chemical substances and the long-term consequences of chemical wastes on human health and the environment. Other priorities are the assessment and management of risks arising out of environmental factors, such as noise and vibration, temperature and humidity, and lighting and radiation.

90.28. The objective of the subprogramme is the design and implementation by constituents of measures and programmes for the identification, prevention and control of occupational hazards from exposure to chemicals, hazardous wastes, biological agents and energy sources at work. In addition to the provision of technical assistance, training and information to constituents, activities to achieve this objective will focus on the coordination of international action in these fields, the harmonization of systems of classification and the development of guidance materials, including codes of practice and international labour standards.

Safety in the use of chemicals at work

90.29. ILO activities to promote safety in the use of chemicals at work have the dual role of: providing technical guidance and assistance to government institutions and employers' and workers' organizations engaged in chemical safety activities; and playing a leading part in international cooperation on chemical safety. In this respect, the ILO will continue to promote a tripartite perspective on worker protection issues within the framework of: the joint ILO/WHO/UNEP International Programme on Chemical Safety (IPCS), the Inter-Organization Programme for the Sound Management of Chemicals (IOMC) and the Intergovernmental Forum on Chemical Safety (IFCS). In this context, the ILO will continue to be the lead agency in the process of elaborating and implementing a globally harmonized system for the classification and labelling of chemicals at the national level by the year 2000, as recommended in Agenda 21. Assistance will be provided to member States to build up the required human and institutional capacities to implement these systems. Another important ILO activity is the management of the IPCS International Chemical Safety Cards Project (ICSC), which provides concise information on the risks and preventive measures for specific chemicals.

Safety in the use of biological agents at work

90.30. Exposure to biological agents through their use at work makes it necessary to adopt effective measures to minimize the risks to workers, as well as to the public and the environment. In response to the resolution adopted by the Conference in 1993 concerning exposure to and safety in the use of biological agents at work, emphasis will continue to be placed on the prevention of biological hazards at work with a view to the possible development of international instruments on this subject. In the context of the follow-up to Agenda 21, the ILO has been invited to take a lead role in work related to occupational safety and health aspects of biotechnology. Work to address this issue will include the development of a draft code of practice on biosafety, which it is planned to submit to a tripartite meeting of experts in the biennium 2000-01.

Radiation protection

90.31. Many workers in the energy and health sectors are exposed to ionizing radiation, which is known to be hazardous and cause cancer. Moreover, many workers in industry, commerce and transport are exposed to electromagnetic fields and other types of non-ionizing radiation, which are a cause of increased public concern regarding their possible health hazards. Activities in this field will focus on cooperation with the International Atomic Energy Agency (IAEA) for the development of guides on the implementation of Basic Safety Standards, the preparation of safety guides and the strengthening of international cooperation on protection against ionizing radiation, including the participation of employers' and workers' organizations in relevant IAEA and joint activities. ILO cooperation with the WHO and the International Commission on Non-Ionizing Radiation Protection (ICNIRP) on electromagnetic fields will be strengthened, as will its international research and development arrangements on non-ionizing radiation. In this work, particular attention will be paid to the relationship between hazard communication, the right to know and the duty of employers and occupational health professionals to provide sound information to workers on occupational hazards and preventive measures.

Occupational safety and health information services

90.32. Inadequate safety and health information is responsible for a large proportion of the deaths and injuries suffered by workers every year. Government programmes are hindered by lack of data on the

prevalence and impact of accidents and diseases, employers are unable to take into account experience acquired elsewhere and workers are frequently unaware of the dangers presented by the products and processes with which they come into contact. The compilation and dissemination of safety and health information in a readily usable and internationally comparable form is therefore a major means of supporting national safety and health information activities. The objective of this subprogramme is the development and implementation by constituents of occupational safety and health information policies and programmes. The International Occupational Safety and Health Information Centre (CIS) will constitute the principal framework for the achievement of this objective through the provision of technical assistance to strengthen national safety and health information services and develop networking between these services, as well as through the production of guides to occupational safety and health literature in the form of databases and a bimonthly bulletin, ready-to-use publications on occupational safety and health, and the ILO *Encyclopaedia of Occupational Health and Safety*. A wide range of technical advisory services will also be provided to member States within the context of the proposed Global Programme on Occupational Safety, Health and Environment.

The ILO Encyclopaedia of Occupational Health and Safety

90.33. Following the completion of the Fourth edition of the *Encyclopaedia* in the biennium 1996-97, emphasis will be placed on updating the *Encyclopaedia*; translating it into French; coordinating its translation into other languages; and promoting its effective use by constituents. In order to protect the *Encyclopaedia* against rapid obsolescence and help to avoid the start-up costs incurred in past updating exercises, the management system developed in previous biennia will be used to maintain contact with the scientific and professional community. An automated monitoring system will also be established to retrieve relevant material from CISDOC and other databases to update the information contained in the *Encyclopaedia*. The translation of the *Encyclopaedia* into French and the technical work of producing it in printed and electronic form will be continued. Once the French version has been produced, ongoing work will be necessary to ensure that it reflects the updated English versions. The work of translating the *Encyclopaedia* into languages other than French was also begun in the biennium 1996-97. Although almost all the work of producing these different language versions is being undertaken by national institutions, the subprogramme is responsible for coordinating the process and promoting the exchange of experience between the various national teams. With a view to promoting the use of the *Encyclopaedia* by constituents, it will serve as a source for the production of practical ready-to-use publications, which will also contain material available from CIS centres and other sources. Making use of the availability of the *Encyclopaedia* in electronic form, these publications will include the production of thematic "offprints" and electronic multimedia presentations. Extracts from the *Encyclopaedia* will also be used for the production of training materials.

CISDOC and CIS bulletin

90.34. The exchange of information promoted by the International Occupational Safety and Health Information Centre (CIS) is greatly facilitated by the network of designated institutions in member States. This network now consists of over 100 "national centres" and "collaborating centres". One of the major activities carried out in support of the exchange of safety and health information is the maintenance of a directory of useful recent publications prepared electronically as the CISDOC database and issued in bimonthly instalments as the bulletin *Safety and health at work*. Records of at least 4,200 publications will be prepared and 12 issues of the bulletin will be published in English and French during the biennium 1998-99. The use of CD-ROMS and electronic access to CISDOC, especially through Internet, will be promoted. The capabilities of the CIS network of national centres will be further developed and the Asian occupational safety and health information network, which was established in the biennium 1996-97, will be strengthened and further networking encouraged in other regions. These activities will be supported by research on hazard communication and shopfloor information needs.

90.3. Conditions of work

90.35. For millions throughout the world, conditions of work are poor and getting worse, with the growth of precarious employment. Policy-makers are aware that this deterioration threatens the future of society, but are faced with a dilemma. There is little dispute that respect for an individual's dignity and adequate protection in his working life are basic rights. At the same time, the need for enterprises to sustain or improve their economic performance in a climate of fierce competition, high unemployment and widespread poverty means that it is all too easy to make the assumption that economic growth is the key to protecting workers and promoting their safety, health and dignity. Yet, adequate working conditions are central to the achievement of long-term sustainable growth, good living standards and social harmony. The challenge for constituents is to ensure that emerging work patterns and relationships do not undermine basic worker rights and to develop strategies that enhance both worker protection and enterprise productivity.

90.36. The objectives of this programme are: increased awareness by constituents of the need to provide essential protection to workers; wider acceptance that good working conditions lead to enterprise efficiency and productivity; and the adoption by constituents of policies and programmes to protect the dignity of workers and improve their working conditions. These objectives will be met through: action-oriented research; the formulation of guidance and standards, including activities to promote the relevant international labour standards; the provision of technical advisory services; the collection and dissemination of information; and the preparation of training materials and the organization of training activities. In particular, improvements will be sought in areas such as maternity protection;

protection against the various forms of violence that workers encounter at work; and the protection of workers' privacy. A sharp focus will be maintained on the implications of working time arrangements for the achievement of major social aims, such as the protection of workers' health and safety, the promotion of gender equality and employment growth. Work to address the problems faced by particular groups of workers will focus on the needs and concerns of women workers and, as appropriate, especially vulnerable categories of workers. The technical assistance provided to constituents will concentrate on the priorities set out in country objectives and will include support for governments engaged in drafting labour legislation and advice to enterprises on improving conditions of work, the quality of employment and productivity. In this work, emphasis will be placed on promoting the ratification and implementation of basic standards on conditions of work as well as the most recently adopted standards.

90.37. The collection and analysis of information will continue to be a major activity with a view to the provision of up-to-date information to constituents for use in the development of legislation, collective agreements, shop-floor action and practical programmes on conditions of work, and with a view to the development of new or revised standards. The Clearinghouse on Conditions of Work will continue to be the main channel for the compilation and dissemination of information. Its databases will be strengthened and developments in information technology will be used to provide information services through the Internet. Major publications and short papers will be prepared on selected items with a view to stimulating reflection, discussion and action on current and emerging issues of interest to various target groups.

Workers' dignity and equality

90.38. Good working conditions safeguard the dignity and equality of workers. However, discrimination against women, older workers and persons in non-standard employment relationships is still widespread and the technology used to improve job design and work organization can also be a source of intrusive monitoring and surveillance of workers, in violation of their privacy and dignity. Moreover, all too often, failure to foster respect for individuals at work leads to violence, harassment and abuse. When the dignity and equality of workers are not respected, the consequences can include a decline in performance, stress-related illnesses, marginalization and loss of employment. There is also a tendency to think of protection in terms of specific types of employment relationships, rather than in relation to work and the worker in general. Failing to adapt systems of protection to new forms of employment leaves large groups of people without basic protection.

90.39. The objectives of the subprogramme are: increased awareness by constituents of the significant relationship between conditions of work and the dignity and equality of workers; and the adoption of the necessary legislative and practical measures to prevent and remedy discrimination and violations of workers' dignity arising out of poor working conditions. The technical support provided to constituents for the achievement of these objectives will include the development and dissemination of guidance materials and information and the setting and promotion of standards. In particular, the recently adopted standards on night work, part-time work and home work were designed to address difficult working conditions and hours of work, the problems of vulnerable workers and the exclusion of certain categories of workers from protection. To promote the implementation of these standards, information packages will be prepared containing explanations of their provisions, illustrations of the legislation and collective agreements through which they are given effect, examples of best practice and programmes at the enterprise level and analyses of barriers to their implementation and how they can be overcome. Preparatory work for a possible revision of the Maternity Protection Convention (Revised), 1952 (No. 103), will involve a study of feasible alternatives to the current provisions of the Convention.

Workers' privacy

90.40. The spread of modern telecommunications and computer technologies is giving rise to serious challenges for the protection of workers' privacy. As enterprise operations become more global, data transfers across borders make the protection of personal data more complex. A new European directive on the processing and movement of personal data illustrates how restrictions can be placed on their transmission to third countries that do not guarantee adequate protection. This has implications for enterprises which employ workers or contract for work to be done in foreign countries. A code of practice on the protection of workers' personal data was adopted by a Meeting of Experts in October 1996. To raise awareness of privacy issues and promote the application of the code of practice, practical information materials will be produced and disseminated. These will consist of case studies, examples of good practice and privacy checklists for the use, in particular, of enterprises, workers' and employers' organizations and the multidisciplinary advisory teams.

Violence at work

90.41. Violence at work is on the increase in many countries and sectors. Workplace violence includes criminal acts, such as murder, assault, rape and robbery; racial and sexual harassment; and other types of victimization and abuse by co-workers and supervisors, such as ridiculing or isolating workers, or intimidating and degrading them. Workplace violence is a particular threat to women, who experience not only sexual harassment, but other physical and verbal abuse. Another category of workers for whom violence at work is a serious problem is migrant workers. Violence at work has complex and interrelated causes, which may include serious problems in the working environment. Left unanswered, it is a serious threat to the safety and health of workers, results in heavy personal, social and economic costs, drains the productive capability of an enterprise and destroys the

goodwill necessary to attract clients and workers. Building on work carried out in the biennium 1996-97, research and analysis will be carried out on violence as it affects various sectors and vulnerable groups, such as women, ethnic minorities, and migrant workers, and on prevention and assistance measures. An assessment will be made of safety and health legislation to address workplace violence and of industrial injury laws to provide compensation to victims. Publications will be prepared on best practices in selected sectors of activity and occupations, and model guidelines will be developed for the prevention of violence at work and assistance to victims. Special materials will be produced for women, ethnic minorities and migrant workers and a methodology will be developed for collecting and analysing statistics on violence at work.

Workers' protection and organizational effectiveness

90.42. The changing nature of the workplace, work patterns and relationships and the organization of work are involving management and the workforce in delicate processes of adjustment. Competition, unemployment and the need for flexibility are threatening working conditions and making jobs more precarious in both developing and industrialized countries. However, good working conditions help to increase flexibility, output and quality, meet customers' demands and adapt to technological innovation. They also contribute to reducing accidents, errors, stress and strain, and to increasing job satisfaction, morale and commitment, thus minimizing absenteeism and turnover. But improved working conditions require increased awareness, the development of bold policies and the implementation of innovative practical measures to provide individual protection and enhance the efficiency of the enterprise, thereby promoting both economic growth and social progress. Based on the premise that good working conditions enhance organizational effectiveness and business performance, the objective of this subprogramme is the adoption by constituents of policies and measures to improve working conditions.

Work and protection: Options for the 21st century

90.43. Many commentators and experts in different disciplines are suggesting that one of the most pressing concerns facing society in the decades to come may well be to rethink the nature of work. This is fundamental not only to conditions of work, but also to whether there will be meaningful work to be done, both in terms of individual human development and the survival of a healthy community. Some speak of a paradigm shift. Some point to the need to distinguish meaningful work from a "job" and maintain that "job creation" efforts will be fruitless unless society moves beyond a trade-off between efficiency and equity as the best that can be hoped for to meet social needs. If the ILO's principles of pursuing social justice through the world of work are to gain more widespread application and acceptance, for example by the Bretton Woods institutions and in the international debate on trade, the Organization and its constituents need to articulate a vision of work for the future. An analysis will therefore be made of the linkages between the changing concept of work, strategies and approaches for the improvement of working conditions and the long-term creation of employment. Examples will be collected of practical initiatives by communities and enterprises based on new approaches to work. Background papers will be prepared to stimulate discussion and reflection and case studies will be carried out with a view to inspiring policies and new ways of thinking about meaningful work.

Action programme

Social initiatives by enterprises

90.44. There is increasing recognition among policy-makers and business leaders of the crucial contribution that enterprises can and already do make in addressing socio-economic issues and of the strategic role that workers' protection plays in enterprise development and restructuring, as well as in achieving balanced socio-economic growth. The World Summit for Social Development placed the role of enterprises in social development firmly on the global agenda when it agreed that many of the social challenges, such as employment and social exclusion, can only be met through effective partnerships between business and governments. Increasing numbers of enterprises, individually or as part of wider associations, are voluntarily setting socially responsible goals, embarking on programmes to support the wider community and participating in labelling schemes covering such issues as child labour, the situation of women and vulnerable groups of workers, occupational safety and health, working time arrangements and other conditions of employment. For example the International Organization of Employers is preparing a handbook entitled *Towards the elimination of child labour: The challenge for employers* and several national employers' organizations are taking similar action. Such initiatives are often implemented in collaboration with employers' and workers' organizations, sometimes using ILO standards as a reference.

90.45. The current movement has been stimulated by the changing nature of competition, which puts increased emphasis on flexibility in all aspects of business operations in order to maintain a competitive edge in the rapidly changing and increasingly complex market. This puts people at the centre of today's competitive strategies and more enterprises are finding that the integration of social considerations into overall business practices contributes to higher levels of productivity and competitiveness, while also improving human resource management, the quality of work and the environment. These trends are further reinforced by increased pressure from a widening group of stakeholders, such as the communities in which enterprises are located and consumers, who are increasingly concerned with both the price and the ethical dimensions of production. However,

a lack of awareness of the operational and broader benefits of such social initiatives is impeding the wider application of the principles and practices involved.

90.46. The objective of the action programme is increased awareness among the social partners and interested parties of the social initiatives that have been adopted by enterprises with a view to their wider replication. The action programme constitutes a practical follow-up to the ILO Enterprise Forum (November 1996). Cases of "good practice" will be identified and documented, and a systematic analysis will be undertaken of the reasons why enterprises initiate social programmes and practices, and the factors which contribute to their success or failure. A comparative analysis will be made of human resource and enterprise management strategies that improve competitiveness and productivity while maintaining employment security, improving working conditions and demonstrating social responsibility. Specific tools and resources, including a multi-media package, will be prepared for the use of constituents, enterprises and policy-makers, with particular emphasis on the roles that employers' and workers' organizations can play, both individually and collectively, in promoting social initiatives. To enhance visibility and provide easy, low-cost access to this information, an electronic resource centre will be set up on the Internet intended for the use, in particular, of governments, employers' and workers' organizations, enterprises, business schools and other interested educational institutions. The resource centre will become a permanent feature and may be expanded to cover a range of other themes relating to the current and potential roles of enterprises in addressing socio-economic concerns, including improved working conditions and the environment. The possibility will be explored of obtaining extra-budgetary financing for the resource centre.

Working time

90.47. The well-being of workers is so directly linked to the time spent at work and the manner in which it is arranged that working time is, after remuneration, the aspect of working conditions that has the most obvious impact on the day-to-day lives of workers. The challenge of preserving or creating jobs in a context of high unemployment and rapid technological and structural change has led to much interest in working time as a potentially useful tool of economic and social policy and a reassessment in many countries of the relevant rules and measures. It has also become obvious that working time has other significant implications. For men and women, the allocation of time is at the heart of powerful concerns about gender, family and reproduction. A trend towards computing hours of work over the year rather than the week allows longer intervals for the average calculation of maximum hours, which has implications on occupational safety and health. Decisions in the field of working time may therefore have far-reaching consequences. However, there is insufficient knowledge of the impact of reduced hours of work and more diversified and flexible working time arrangements. Moreover, while flexible working time arrangements may provide opportunities to invest in further education and training, reconcile work and family responsibilities or adapt to changing needs and aspirations during different phases of life, the type of flexibility sought by enterprises does not always allow this potential to be realized and may in practice have the effect of undermining basic protection. Governments, employers and workers therefore need to achieve a balance in working time patterns that is adapted to both social and economic needs.

90.48. The objective of the subprogramme is greater awareness by constituents of the available options in the field of working time and their social and economic implications, with a view to the adoption of programmes and measures that reconcile the needs of workers and their employers in this respect. Support to constituents to assist in the achievement of this objective will include responses to requests for assistance in the design and implementation of policies and programmes in these areas, as well as information, guidance, studies and research.

Working time and gender

90.49. Despite the steady growth in the labour force participation rate of women, the division of labour based on the commonly held view of men as breadwinners and women as home-makers continues to influence the workplace. Many innovative working time patterns that enhance flexibility have the potential to improve the sharing of paid and unpaid work between men and women. However, their impact in this respect may be negligible or even negative where they are introduced with the sole purpose of increasing enterprise efficiency. Due to the extensive use of overtime, for example in production jobs or managerial positions, as well as the growth in the numbers who work part time, there has also been a sharpening polarization of the workforce into those who work excessive hours and those who work short hours, with men a majority in the former group and women a majority in the latter. Although part-time work can be a valuable option for workers, its more widespread use may stand in the way of progress towards a general reduction in working time. Where part-time work is associated with temporary contracts, little or no social protection, low pay and unsocial hours, its development may well hasten the segmentation of the workforce. Its use by women may also serve to reinforce the division of home-making tasks by gender. An assessment will therefore be made of flexible working time arrangements in terms of their impact on: the gender division of labour at work and at home; and labour market segmentation. An in-depth analysis will be made of initiatives that have had a positive impact on gender issues. This work will provide a basis for the development of policy recommendations taking into account the variety of national approaches to the regulation of working time.

Working time, health and safety

90.50. The safety and health of workers depends to a large extent on the length and arrangement of working time and the nature of their work. Despite the potential offered by new technologies and innovative forms of work organization to reduce working hours and make work easier, long hours of work have remained a key feature in several sectors. Excessive hours of work produce physiological changes which affect work performance. In particular, there is a ceiling to the energy that an individual can dedicate to work, beyond which the counter-productive effects of fatigue set in. A significant part of the workforce has to work unsocial hours or follow irregular schedules, while a growing number of workers have to cope with an intense pace of work, a lack of autonomy and control, and the monotony and repetitive nature of certain operations. The combination of excessive and unsocial or irregular hours of work with poor job content can have a serious impact on the health and safety of the workers concerned. Depression, neurosis, alcohol and drug problems, stress, accidents at work, violence at the workplace and even suicide have been associated with long hours of work, unsuitable working time schedules, time pressures and tight deadlines, which also have detrimental consequences for social and family life. Costs in terms of health care, absenteeism, lower productivity and efficiency are on the increase and represent a major burden for the enterprise and the community. A related problem is that many standards and guidelines on health and safety protection were conceived on the basis of the traditional eight-hour day. Research will be carried out on the relationship between certain safety and health regulations and various working time arrangements. The research will focus on the impact of these arrangements on workload and occupational safety and health problems, taking into account the technology used and the extent of the participation by workers in the design of working schedules. The results of this research will be used to develop guidelines, checklists and auditing techniques.

Major Programme 100. Sectoral Activities

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
TECHNICAL AND RELATIONS WORK	19/08	13/00	4,821,792	-	4,821,792	-	-	-	-	-
SECTORAL MEETINGS	-	-	-	3,245,000	3,245,000	-	-	-	-	-
SUPPORT TO SECTORAL MEETINGS	3/00	3/00	982,192	15,000	997,192	-	-	-	-	-
FOLLOW-UP TO SECTORAL MEETINGS	17/04	-	2,935,296	583,053	3,518,349	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	513,600	513,600	-	-	-	5,712,000	5,712,000
DEPARTMENTAL MANAGEMENT	2/00	4/00	879,024	45,000	924,024	-	-	30,000	177,085	207,085
1998-99 TOTALS	**42/00**	**20/00**	**9,618,304**	**4,401,653**	**14,019,957**	**-**	**-**	**30,000**	**5,889,085**	**5,919,085**
1996-97 TOTALS	**49/00**	**22/00**	**11,191,902**	**6,480,794**	**17,672,696**	**-**	**0/08**	**76,480**	**6,983,668**	**7,060,148**

100.1. Many of the social issues addressed by the ILO manifest themselves in a specific and concrete form at the level of the main economic sectors and at the enterprise level in each sector. The specific characteristics of the various primary, manufacturing and service sectors account for the varying implications in different industries of trends such as globalization, flexible work organization, changing forms of industrial relations, the evolving need for training to take account of structural and technological change. The situation of vulnerable groups such as migrant workers, children and women workers also varies among sectors. Moreover, labour legislation and collective bargaining are treated along sectoral lines in a significant number of countries. For all these reasons, the economic sector is a meaningful unit of analysis for the design and implementation of social policy. Thus this major programme has a significant role to play as the ILO's interface with its constituents at the sectoral level.

100.2. The general objective of the major programme is to facilitate the exchange of information between constituents on labour and social developments relevant to particular economic sectors, complemented by practically oriented research on topical sectoral issues. This objective has traditionally been pursued by the holding of international tripartite, or where appropriate bipartite sectoral meetings for the exchange of views and experience with a view to: fostering a broader understanding of sector-specific issues and problems; promoting an international tripartite consensus on sectoral concerns and providing guidance for national and international policies and measures to deal with the related issues and problems; promoting the harmonization of all ILO activities of a sectoral character and acting as the focal point between the Office and its sectoral constituents; and providing technical advice, practical assistance and concrete support to ILO constituents in order to facilitate the application of international labour standards in the various economic sectors.

100.3. The reforms resulting from the evaluation completed by the Governing Body in 1995 provide the flexibility to vary the composition and emphasis of activities within this major programme as a function of changing circumstances, while assuring that the main sectoral groups continue to receive regular attention. Even in their more streamlined form following the evaluation, meetings will continue to account for a large share of the resources of the major programme. However, the role played by other means of action will continue to be strengthened to the extent that resources permit. In particular the resources devoted to follow-up of the meetings have been increased. In order to strengthen the integration of sectoral activities into the general priorities and activities of the Office, proposals for meetings submitted to the Governing Body (November 1996) included both pre-meeting and post-meeting activities; and every effort will be made to collaborate with other units in the Office in the interest of maximum effectiveness. The work of this major programme complements that of other major programmes by dealing "horizontally" with all labour issues as they affect the various sectors. Its activities are largely driven by the Governing Body's decisions about the programme of sectoral meetings.

100.4. The sectors that receive continuing attention under this major programme are vital in virtually all national economies, notwithstanding current changes. Analysis of sectoral trends in world employment shows that about 36 per cent of world employment (excluding the "informal sector") is in the primary sector (including agriculture, forestry and mining); 28 per cent in manufacturing, construction and transport; and 36 per cent in services. Many sectors are associated with particular issues of occupational safety and health, working conditions or industrial relations that are specific to the type of activities involved or that are the result of their history. The activities of the major programme are grouped in the following manner: industrial activities (extractive, rural, manufacturing and construction industries); maritime and transport (shipping, fishing, ports, inland water, rail, road and air

transport); and public and private services (commerce, financial and professional services, media, communications, education, health services, public utilities and the public service). An integrated approach to employment and other trends in different groups of sectors allows solutions initiated within one sector to be brought to the attention of the others, bringing greater coherence to the groups of sectors. Several sectors are currently characterized by similar tendencies towards technology-induced productivity gains, rising skill requirements, relatively or even absolutely decreasing employment levels and fragmentation due to the subcontracting and delocalization of certain activities to more rapidly growing or lower-labour-cost areas. Yet the dynamics of these processes vary considerably from one sector to another and policy responses need to take this sectoral dimension into account.

100.5 The resources for this major programme have been reduced by some $3.6 million following the decision of principle taken by the Governing Body in November 1995 to reduce the number of sectoral meetings from 16 to 12, which leads to a corresponding decrease in staff resources.

100.6. Extra-budgetary resources amounting to some $5.7 million are expected to become available for technical cooperation activities, particularly in the forestry, port and agricultural sectors. An RBTC provision of $513,600 will be used for follow-up activities to the sectoral meetings, including technical cooperation and technical advisory services in priority areas identified by sectoral meetings and in response to specific requests for assistance.

Technical and relations work

100.7. This subprogramme provides for the planning, monitoring, evaluation and reporting on all activities carried out under the major programme. In addition, provision is made for ongoing activities such as: the identification of priorities and issues in the various sectors and the regular collection of information on developments in the sectors concerned from printed and electronic sources in specialized periodicals, academic literature, NGOs, official documents and other relevant sources. Information is supplied to constituents and the general public upon request and information networks will continue to be developed, using both printed and electronic means (such as electronic bulletin boards on sectoral labour issues) to facilitate communication with and among sectoral constituents. Relations are maintained with employers' and workers' organizations, government departments, intergovernmental organizations, NGOs and sectoral specialists in academia and consultancies and the ILO is represented in sectoral events and media through such means as professional papers, lectures and articles. This subprogramme is a contact point for relations with other United Nations organizations, including through joint committees, as appropriate. Administrative follow-up to meetings includes communication to other major programmes of requests made by sectoral meetings that are within their competence, as well as the exchange of information and the provision of advice to the major programmes concerned. The work of this subprogramme includes servicing the Governing Body Committee on Sectoral and Technical Meetings and Related Issues.

Sectoral meetings

100.8. Provision is made under this subprogramme for the direct costs of preparing for and servicing 12 sectoral meetings, to be held in Geneva, with an average duration of five days and an average of 20 participants per group per meeting (the range being from 15 to 30). The exact composition of each meeting will be determined by the Governing Body. There is an overall ceiling of 507 participants in respect of whom provision is made for travel and per diem expenses, which includes an average of 20 workers' representatives and 20 employers' representatives per meeting, up to 15 experts to participate in panel discussions at the various meetings and one Governing Body representative to preside over each meeting.

100.9. At its 267th Session (November 1996) the Governing Body selected the following 12 meetings for inclusion in the programme of sectoral meetings for the 1998-99 biennium:

- *Chemical industries:* Voluntary initiatives affecting training and education on safety, health and environment.
- *Commerce:* Human resource implications of globalization and restructuring in commerce.
- *Food, drink and tobacco:* Technology and employment in the food and drink industries.
- *Health services:* Terms of employment and working conditions in health sector reforms.
- *Maritime, ports, fisheries and inland waterways:* Safety and health in the fishing industry.
- *Mechanical and electrical engineering:* The impact of flexible labour market arrangements in the machinery, electrical and electronic industries.
- *Mining (coal mines and other mines):* Social and labour issues in small-scale mines.
- *Oil and gas production and oil refining:* Employment and industrial relations issues in oil refining.
- *Postal and other communication services:* The human resources dimension of structural and regulatory changes and globalization in postal and telecommunications services.
- *Public service:* Human resource development in the public service in the context of structural adjustment and transition.
- *Transport (including civil aviation, railways and road transport):* The social and labour consequences of technological developments, deregulation and privatization of transport.
- *Utilities:* Managing the privatization and restructuring of public utilities.

Support to sectoral meetings

100.10. The support provided for sectoral meetings under this subprogramme includes: the coordination of administrative arrangements at the preparatory stages

of sectoral meetings; clerical supervision and support during meetings; the provision of clerk and chief of secretariat services at such meetings; and the provision of linguistic support for the activities of the major programme, and particularly for the preparation and follow-up of meetings.

Follow-up to sectoral meetings

100.11. The conclusions and resolutions adopted by sectoral meetings are most useful when applied at the national level. This application of internationally agreed conclusions often requires technical assistance, which the ILO regularly makes available to constituents in various forms, including the promotion of tripartite sectoral dialogue on priority labour issues at the country level and the provision of advisory services on sectoral labour issues. ILO activities in all sectors generally deploy an appropriate combination of mutually supportive means of action. The exact composition of this mix varies from sector to sector depending on several factors, of which an important one is whether a meeting is scheduled during the biennium. The description of activities which follows mainly concerns activities relating to those sectors for which no meeting is to be held in the biennium 1998-99, and recurrent activities regarding the maritime industry and the service sector.

Industrial activities

100.12. *Construction.* This sector employs an estimated 70 million workers worldwide and accounts for some 50 per cent of fixed capital investment and a large share of national output in virtually all countries. It also faces major labour issues, including safety and health, working conditions, training, terms of employment (contract labour) and job creation. The meeting for this sector held in March 1996 requested the ILO to carry out a study on: the public procurement of construction services, and its impact on employment; all aspects of productivity in the construction industry; and the impact of globalization in the construction industry. This will be done in such a way as to develop the ILO's capacity to provide technical assistance to constituents at the national level.

100.13. *Agriculture — Plantations — Other rural sectors.* Although declining, in many countries the share of the workforce engaged in agriculture is still larger than in any other sector. Employment promotion, poverty alleviation and application of basic labour standards to rural workers remain the salient points for which ILO constituents seek comparative information and practical guidance. An information document describing and assessing specific policies and practical measures taken in various countries to promote productive employment and reduce poverty among agricultural wage workers will be prepared, with emphasis on comparative analysis and successful policies and programmes. An assessment of the application of fundamental ILO labour standards for rural workers will be carried out. This assessment will in particular investigate the linkages between the application of labour standards and employment and poverty alleviation policies. It will also investigate the role of employers' and workers' organizations in promoting the application of the labour standards. These two activities were requested by the Tripartite Meeting on Agricultural Wage Workers held in September 1996. They should prove useful to the ILO's field structure in its advisory and technical assistance to ILO constituents.

100.14. *Textiles and clothing — Leather — Footwear.* Many of the most serious problems related to workers' rights and working conditions in these sectors involve small and medium-sized enterprises that are direct or indirect suppliers to large brand-name merchandisers or retail firms. Part of the problem has its origins in inadequate management skills in these enterprises. Women typically represent between 50 and 80 per cent of the workforce and are therefore the category most directly affected. An in-depth survey will be undertaken in a representative sample of countries with the cooperation of sectoral constituents. Using direct interviews and questionnaire replies from women employed in these sectors, the survey will establish more clearly the nature of the problems that they encounter with a view to identifying appropriate action, particularly as regards stability of employment, the matching of training and skills requirements and guarantees of non-discriminatory treatment. A similar investigation will be made of the views of employers in small and medium-sized enterprises that are engaged in international subcontracting in these sectors to ascertain their management training needs and the manner in which these needs can best be met. This work will provide a basis for the holding of national workshops to identify feasible measures for the promotion of basic workers' rights and the improvement of productivity and working conditions (especially for women) in the textile, clothing and footwear industries. Three such national tripartite seminars of between two and three days duration will be held on different continents in countries where these industries play an important socio-economic role, such as India and Morocco.

100.15. As requested by the October 1996 Meeting, the ILO will continue work already initiated concerning codes of conduct that may be undertaken voluntarily by enterprises or employers' organizations in the textile, clothing and footwear industries. Such work will include studies and the development of models that could be used, with suitable adaptation, in particular countries, as well as technical advisory services concerning the adoption and application of such codes.

100.16. *Forestry — Wood — Pulp and paper.* Forestry continues to be one of the most hazardous occupations. A revised ILO Code of practice on occupational safety and health in forestry is expected to be adopted at the meeting in September 1997. Activities to promote observance of the Code will be targeted on countries and regions with serious occupational safety and health problems in this sector and where there is a lack of effective prevention arrangements. In support of these activities, a set of educational materials, including a brochure, a technical guide and video, will be produced and disseminated. Three national codes of practice will be formulated, a regional workshop organized and an advisory mission undertaken in Eastern Europe. Support will also be provided for the development of

an interregional technical cooperation project for the promotion of the national codes of practice. Another important issue concerns the social and labour implications of globalization in the forest-based industries as a result of the growing trend in the wood and the pulp and paper industries to relocate part or all of their production from traditional bases in industrialized countries to Eastern European transition countries or to newly industrialized countries. The relocation has significant, although different consequences in terms of the volume and quality of employment, working conditions and labour relations in the countries of origin and the host countries of the new production facilities. Women workers, who represent a large proportion of the unskilled workforce in subsectors such as furniture-making and paper products, are particularly affected. However, the consequences of relocation are poorly documented, thereby limiting the capacity of constituents to respond to the problems involved. Research will therefore be carried out and six field studies undertaken covering the different regions and subsectors affected with a view to the publication of a technical report and a briefing note. This work will be supplemented by a number of technical cooperation projects in the forestry sector. One project in Ethiopia focuses on employment promotion for self-employed women forestry workers. Another in Indonesia consists of training for forest workers, while a third, in Zimbabwe, concentrates on training to improve working conditions and productivity.

100.17. *Basic metals.* The October 1997 meeting on this sector will generate follow-up in several areas. The issues discussed at the meeting are likely to include the manner in which best practices in some areas can be replicated elsewhere and the changing roles of unions in relation to other workers' representatives in negotiations with the management on new work practices. Depending on the outcome of the meeting, follow-up activities may include the organization of workshops to examine the changes taking place in state-of-the-art integrated steelworks and mini-mills in selected countries and to discuss their impact on employers and workers' representatives.

100.18. *Food — Drink — Tobacco.* Follow-up activities from the planned meeting are likely to include a study and a national workshop on the improvement of women's working conditions in the food industry in a South Asian country, as well as a study and national workshop on skills requirements and training needs in the informal food sector in an English-speaking African country.

100.19. *Mining.* Continuing follow-up activities, at the request of the Coal Mines Committee, include collaboration with the United Nations Economic Commission for Europe (UNECE) and the International Energy Agency (IEA) in work to assess the impact on employment in the industry of coal trade and of environmental constraints on the use of coal. A network will be developed for the exchange of information and the promotion of best practices to improve productivity in coal mines. The likely follow-up activities to the meeting on small-scale mines include the development of approaches to combat child labour, increase profitability and improve safety and health in the workforce and the community.

100.20. *Transport equipment manufacture.* These industries are characterized by the widespread adoption of flexible working time schemes and work rules, combined with new management techniques, which have had a major impact on competitiveness and working conditions. Two aspects of these organizational changes deserve greater attention than they have hitherto received. These are the introduction of performance indicators and incentives in job specifications, and the resulting changes in pay systems, which are having a far-reaching effect on the collective bargaining process and the relationships between workers, trade unions and management. This issue is particularly relevant to the auto parts and automobile industry. Studies in these areas will clarify issues for further consideration.

Maritime and transport

100.21. *Shipping.* Activities to promote the ratification and implementation of maritime labour standards will focus on major flag and port States, as well as major labour supplying States. In this work, emphasis will be given to the Merchant Shipping (Minimum Standards) Convention, 1976 (No. 147), and the instruments adopted by the Maritime Session of the Conference in 1996. These activities will take the form of the organization of national and regional tripartite seminars and workshops, the increased dissemination of information and the provision of technical advisory services. The ILO model training course on ship inspection, prepared during the biennium 1996-97, will be used as a basis for tripartite seminars and workshops to improve the ability of inspectors to carry out flag and port State inspections of living and working conditions on board ship. Particular importance will be attached to active ILO participation in an increased number of meetings and seminars organized by non-governmental and governmental organizations on the inspection of labour conditions on board national and foreign-registered ships.

100.22. A resolution adopted by the Maritime Session of the Conference in 1996 concerning the inspection of seafarers' working and living conditions requested the Director-General to make proposals for a meeting of experts to review the guidelines adopted by an ILO meeting of experts in 1989 on "Inspection of labour conditions on board ships: Guidelines for procedure". The Guidelines, which address both the inspection of national and foreign registered ships, have been an important tool for the inspection of seafarers' living and working conditions worldwide. A revised draft code of practice will be prepared during the 1998-99 biennium taking into account the relevant standards adopted by the Maritime Conference as well as lessons learned since the Guidelines were adopted in 1989. A meeting of experts to discuss the draft code is planned to be held at a later stage.

100.23. *Ports.* In recent years, many ports have introduced capital-intensive cargo-handling methods in order to meet the needs of an increasingly competitive, global and multi-modal transport network. Structural adjustment programmes have

been introduced to improve efficiency, resulting in reductions in the workforce and affecting conditions of work. More than ever, ports need a competent and skilled workforce, protected by relevant safety and health provisions, within a flexible organization of work in which due regard is paid to safeguarding their rights. Technical advisory services will be delivered, particularly to ports undergoing structural adjustment, to help improve safety and health, human resource development and conditions of work. Assistance will also be supplied upon request for the identification of training needs and the implementation of training programmes. Support will continue to be provided for technical cooperation activities focusing on the identification of training needs in ports, the training of instructors, the strengthening of training capacities and the improvement of operational efficiency. Training activities will be based on the ILO's training package for ports, the Portworker Development Programme (PDP). Training materials will also be provided to a number of member States for use in container terminals and in the handling of bulk cargo.

100.24. *Fishing*. In response to the resolution adopted by the Maritime Session of the Conference in 1996 on the application of the Recruitment and Placement of Seafarers Convention, 1996 (No. 179) to the fishing sector, a study will be undertaken to assess which of the other ILO maritime instruments should be applied to the fishing sector through the adoption of appropriate protocols, and/or the adoption of new international labour standards for the sector.

Public and private services

100.25. *Commerce*. Commercial distribution systems have been deeply restructured in recent years. The rapid development of multinational retailers and wholesalers has led to greater concentration and globalization of the sector. Commercial firms are reacting to intensifying competition and increasing customer demands through new forms of sales and growth policies. These developments, which started in industrialized countries have now reached newly industrialized economies, have deeply affected the organization of work and human resources strategies at the different levels of the commerce sector. An analysis will be made of the impact of the new distribution structures, focusing on employment levels and conditions, remuneration, working conditions and labour management relations and with particular emphasis on the newly industrialized countries in Asia and the Pacific and in Latin America.

100.26. *Financial services — Professional services*. The downsizing and restructuring of large service sector corporations have transformed the working lives of professional and managerial personnel. Unemployment has struck this highly qualified workforce as never before, while those at work may be subject to extensive overtime in working environments that are often stressful. Research will therefore be undertaken on the incidence of overtime work in financial and professional services enterprises and its relationship to employment levels. Further activities will be carried out to follow up the Tripartite Meeting on Breaking through the Glass Ceiling: Women in Management, to be held in December 1997.

100.27. *Media — Culture — Graphical*. The media industry is currently undergoing extensive corporate concentration, with a handful of global operators dominating each subsector. Media, culture and graphical workers are experiencing increased casualization of employment as work is outsourced to freelancers or independent contractors. Extensive subcontracting from the largest to the smallest firms has affected collective bargaining processes and has resulted in irregular employment, the individualization of the terms and conditions of employment and decreased benefits for many media workers. Moreover, large segments of the workforce in printing, publishing and graphical work are affected by the delocalization of work, especially in the form of telework through electronic communications systems. In response to the employment issues raised during the Symposium on Multimedia Convergence, held in January 1997, regional seminars and workshops will be organized on the changing conditions of employment and work in the various media industries. Activities in relation to these sectors will include the servicing of the 17th Ordinary Session of the Intergovernmental Committee of the International Convention for the Protection of Performers, Producers of Phonograms and Broadcasting Organizations (the Rome Convention) as part of the ILO/UNESCO/WIPO joint secretariat.

100.28. *Education*. Two workshops/seminars will be organized to promote joint or tripartite dialogue on the status of teachers in economic austerity, notably best practices and guidelines on the application of the ILO/UNESCO Recommendation concerning the Status of Teachers and related ILO standards. Applied research on items identified as priorities for follow-up action by the Joint Meeting on the Impact of Structural Adjustment on Educational personnel and by previous meetings of the Joint ILO/UNESCO Committee of Experts on the Application of the Recommendation concerning the Status of Teachers (CEART) will cover the qualitative and quantitative aspects of the recruitment of educational personnel, negotiation machinery and participation in educational decision-making related to teachers' status, working conditions, the impact of privatization and decentralization and the status of higher education teaching personnel. Follow-up activities will include cooperation in the monitoring by CEART or a separate UNESCO body of the UNESCO draft Recommendation on the Status of Higher Education Teaching Personnel.

Departmental management

100.29. Provision is made for the director of the department and support staff.

Major programme 110. Social Security

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
DIRECTOR-GENERAL'S REPORT ON A SOCIAL THEME	4/00	2/00	956,816	325,000	1,281,816	-	-	-	-	-
AN OPERATIONAL FRAMEWORK FOR PENSION REFORM (AP)	3/00	1/00	622,752	95,000	717,752	-	-	-	-	-
PLANNING, DEVELOPMENT AND STANDARDS	13/00	4/00	2,660,352	311,372	2,971,724	-	-	-	-	-
FINANCIAL, ACTUARIAL AND STATISTICAL SERVICES	10/00	6/00	2,381,760	105,000	2,486,760	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	367,660	367,660	-	-	-	3,360,000	3,360,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	6/00	1,108,464	25,000	1,133,464	0/08	-	112,896	2,217	115,113
1998-99 TOTALS	**32/00**	**19/00**	**7,730,144**	**1,229,032**	**8,959,176**	**0/08**	**-**	**112,896**	**3,362,217**	**3,475,113**
1996-97 TOTALS	**32/00**	**16/00**	**7,335,984**	**933,595**	**8,269,579**	**0/03**	**-**	**42,336**	**1,593,299**	**1,635,635**

110.1. The provision of an appropriate level of social protection is a fundamental human right recognized in the Declaration of Philadelphia, in several international labour standards and by recent constitutional developments in certain member States. Not only do efficient and effective social protection programmes alleviate individual hardship arising from sickness, old age, unemployment and social exclusion, but they also facilitate the process of social and economic change, moderate the harsher aspects of a market-driven distribution of income, and ensure that the costs and benefits of economic transition and structural change are equitably shared within the community. However, many industrialized countries are now concerned at the cost and relevance of providing social protection, while many developing countries are seeking to expand and broaden their existing systems to achieve more universal coverage and better benefits. To resolve this tension requires basic reflection on the fundamental principles of social security, their appropriateness to countries at different stages of development, transition or reform, and the role of the State and the responsibility of individuals in providing for their own protection. This reflection has to be founded on the principles contained in the relevant international labour standards and take into account the interaction between social security programmes, labour market programmes and economic and demographic constraints.

110.2. The objectives of this major programme are: the extension of social protection programmes to achieve the widest possible coverage, both in terms of contingencies and benefits; the improvement of the governance, management and efficiency of these programmes; and the development of programme designs that achieve these goals with the minimum of disruption to economic performance and individual initiative. The advice and guidance provided to assist constituents in the achievement of these objectives will include technical advisory services, assistance in carrying out actuarial valuations, support for technical cooperation activities, the organization of training activities and workshops, the development of training materials and the collection and dissemination of information. In support of these activities, research and development work will focus on the financing and operation of health-care programmes, especially in developing countries, and the development of a broad-based and flexible ILO approach to the design and implementation of retirement pension schemes. In view of the rapid evolution of analytical techniques in the field of social security, substantial emphasis will be placed on the development of quantitative approaches to the reform of social protection systems and their dissemination to national experts and practitioners. This will involve an updating of the ILO's actuarial models, the development of social budgeting techniques, the reform of the information services provided and the survey on the cost of social security and an expansion of training programmes.

110.3. The resources for this major programme are to be increased by some $690,000, resulting from an increase of 3/00 General Service work-years and $50,000 in short-term assistance, and an increase in non-staff costs of some $390,000 (missions, printing credits and external collaboration), offset by a 20 per cent reduction in RBTC ($92,000).

110.4. It is expected that some $3.3 million will be available for the major programme's technical cooperation and assistance activities from outside sources, including UNDP, the European Union, the World Bank and other donors. These activities will be undertaken in cooperation with the multidisciplinary advisory teams. In addition, RBTC resources amounting to $367,660 will be used for: short-term consultancies, particularly in preparation for longer-term technical cooperation activities; short-term training projects covering both the planning and development

of social security systems and the development of financial and actuarial skills.

Director-General's Report on a Social Theme

110.5. As indicated under major programme 60 (Employment and training), the *World Employment* report will continue to be published every two years. In the intervening years, an ILO report on a social theme to be chosen by the Director-General will be prepared. Each such report will concern a topic in the field of the world of work. The intended readership includes ILO constituents, policy-makers, organizations active in the fields of labour and social development, the mass media and the general public. This report, which should in principle be published in the three official languages of the Organization, may continue to be marketed under the title *World Labour Report*, although the themes to be addressed will be the subject of more in-depth research than was the case in the past. In the 1998-99 biennium, this report will deal with the topic of social protection, and resources for the preparation of the report are therefore shown under this major programme.

Action programme

An operational framework for pension reform

110.6. A large number of countries are faced with the need to reform their old-age pension systems or, where none exist, to establish new systems. For many countries, this is a field of policy in which understanding of the options is limited, experience in implementing reform is scarce and administrative capacities need to be greatly strengthened. Outside advice and assistance is therefore needed, especially from the ILO, concerning the alternative pensions schemes that could be adopted, their merits and disadvantages, the political and social process of reform, and the adaptability and suitability of the various options to the circumstances and traditions of each country.

110.7. The objective of the action programme is greater awareness of the available options by policy-makers as a basis for the design and implementation of old-age pension systems that are adapted to national conditions and take into account the principles embodied in the relevant international labour standards. Several case studies will be carried out to provide a basis for the development of the operational framework, which will distinguish the ILO approach to pension reform, with its emphasis on social principles, from the advice and analysis provided by other international agencies. The framework will cover issues relating to the design of benefit and contribution schemes, the relative merits of unfunded and funded schemes, the role of the State, strategies for extending the coverage of retirement schemes to make them as nearly universal as possible, and techniques of governance and good management. The framework will be disseminated in a major publication and will form the basis of the ILO's advice, assistance and technical cooperation activities on pension reform for developing countries.

Planning, development and standards

110.8. The objectives of this subprogramme are the design, implementation and reform of social security policies and systems that embody the principles set out in international labour standards, and the improved governance and management of the corresponding schemes. The assistance provided to constituents in this context covers the whole range of means of action available to the ILO, including the promotion of international labour standards, research, information dissemination, technical cooperation, advisory services and training. In particular, the issues covered by the subprogramme will include the provision of health care in developing countries and an in-depth reflection on the fundamental principles of social security. The strengthening of working relations with other ILO documentation services, particularly through the use of electronic communication facilities, will increase the effectiveness of the subprogramme's information dissemination activities. Moreover, as a reference tool for those interested in social security, an annotated bibliography of ILO works in the field of social security will be produced.

110.9. The training of managers and personnel, including employers' and workers' representatives on the boards of social security funds, is vital to the sound functioning of social security institutions. Although such training is usually reasonably successful in most industrialized countries, it is often insufficiently developed or completely lacking in developing and transition countries, in some newly industrialized countries and in schemes for workers in the informal sector. Support will therefore be provided to evaluate social security staff training needs, design appropriate training programmes, build up the necessary institutions and develop suitable training materials. In collaboration with the Turin Centre and the International Social Security Association, sets of training materials will be produced and tested to address the most urgent needs of African, Central and Eastern European and some Asian countries. A general review of the social security staff training programmes in which the ILO has been involved in recent years will also be conducted as a basis for the design and development of new programmes in this field.

110.10. The work of the subprogramme will continue to include the technical analysis of reports on the application of ILO instruments dealing with social security, as well as on the European Code of Social Security. The principles contained in these standards will continue to be a key feature of the technical support provided to constituents, especially when major reforms are under consideration, as well as in the assistance provided for the design and implementation of other relevant instruments and agreements at the international, regional and subregional levels. In the context of economic globalization, special emphasis will be placed on issues relating to the social protection of migrant workers. Taking into account the work of the

interdepartmental project on migrant workers in the biennium 1994-95, and trends and developments in migratory flows, a report will be prepared on improving the protection of the social security rights of migrant workers and their families, including those residing or working in, or originating from, countries that are not parties to social security agreements guaranteeing such protection.

The development of sustainable health-care delivery systems in developing countries

110.11. Many developing countries do not provide universal access to basic health care. In those that do, the quality of the basic care provided does not often comply with the minimum levels established in international labour standards. Problems related to the delivery and organization of health-care programmes are critical in this respect and include: the reimbursement, regulation and control of health-care providers; the question of cost control for doctors, hospitals and pharmaceuticals; the improvement of access, especially for the poorer categories of the community; and the efficient governance of the system as a whole. With a view to the development of a practical and analytical framework for the establishment or reform of universal health-care systems, research will be carried out on these issues and on alternative systems of financing, including social security contributions, tax-based schemes and local, cooperative or private sector structures, which are more suited to countries with a large informal sector. This work will be supported by the extension of the ILO's existing actuarial and social expenditure models into the area of health-care financing. The results of this work will be set out in a series of technical papers, which will form the basis for a workshop in each region.

The principles of social security

110.12. In many countries, social security appears to have reached a crossroads. Some question the validity of the concept itself, either directly or through their opposition to its financing mechanisms or the role of the public sector in its operation. Others, although comfortable with the concept and its core assumptions, none the less feel that in-depth reforms are needed. A review will therefore be carried out of the underlying principles of social security systems to determine the extent to which they remain valid and applicable. Case studies will be carried out of social security reforms in a number of countries in which a variety of approaches have been adopted, including systems based on the Beveridge or Bismarckian models, countries in transition, developing and newly industrialized countries, including countries with a high level of informal sector employment.

Financial, actuarial and statistical services

110.13. The successful establishment, operation and reform of social protection systems requires sound financial planning, design and management, based on benefits and financing arrangements that are well adapted to the social, economic and fiscal environment in which the systems operate. The objective of the subprogramme is the development of the capacity of government agencies and autonomous social protection agencies to carry out sound quantitative planning and the improvement of the management and governance of social protection schemes, both in terms of the performance of individual institutions and of their impact on public budgets, the economy and the distribution of income. This objective will be achieved through the transfer of technology and the provision of training and advisory services to constituents relating to actuarial, financial and economic analysis and management, and through the compilation and maintenance of statistical databases to provide constituents with internationally comparable information on income and expenditure patterns, the consequences of social protection on the distribution of income and the performance of social protection schemes. The subprogramme will serve as a focal point for the international exchange of quantitative information and methodologies in the field of social protection and an active presence will be established on international data networks.

The extension and dissemination of quantitative techniques

110.14. The design and operation of financially, economically and fiscally sound social protection systems in a rapidly changing demographic, economic and labour market environment requires increasingly sophisticated quantitative methods for the monitoring and projection of their expenditure and the resources required for their financing. The actuarial models for social security pension schemes developed by the ILO will be complemented by health financing models that can be used on personal computers. A social budget model will also be developed to establish an accounting framework for aggregate national social expenditure and the financial resources of social protection systems, particularly as they relate to public finances in general, the accounts of social security institutions and household incomes. Emphasis will be placed on the dissemination of the technology to member States with the aim of creating a growing network of users who can provide mutual support to each other. Communication with users will be improved through the use of international data networks. Standard courses on actuarial techniques in social protection and social budget techniques will be developed and tested for use by national experts.

International financial and actuarial service

110.15. Regular actuarial reviews of social security systems are a statutory requirement in many countries and ad hoc financial and actuarial studies have to be undertaken when reforms are planned. The Office has traditionally provided actuarial assistance to developing countries with a view to the establishment of the principal tools and techniques of actuarial and social expenditure analysis and the training of local counterparts in their use. It has also developed the capacity to provide comprehensive advice on the overall financing of national social protection systems, including pension, health care, unemployment benefit, social assistance and a variety of other benefit schemes. Under this approach, the actuarial requirements of

social protection systems are linked to their overall national fiscal and economic aspects, which means that comprehensive advice can be provided on politically, economically and fiscally sustainable benefit levels, as well as on levels of social expenditure and the distribution of income, benefits and contributions. During the biennium, a cost-effective form of technical cooperation will also be developed that will permit a more rapid response on the Internet to countries requesting technical assistance on financial and actuarial matters.

Statistical inquiry into the cost of social security

110.16. There is a considerable demand by governments, social security agencies, researchers, workers' organizations and multinational enterprises for reliable information on the cost of social security programmes throughout the world. For many years, the ILO has conducted a statistical survey providing information on the level of the benefits, coverage and contributions of social security schemes in member States, which extends and complements other sources of information. These inquiries have been published in *The cost of social security* series. However, two major problems have emerged, namely: the difficulty of ensuring reliable inter-country comparisons, especially for countries where coverage is weak and several schemes are in operation; and delays in receiving information from all countries, which have resulted in delays in publication. Several private sector organizations have attempted to fill this gap, making much use of the ILO survey, although their country coverage is partial and their estimates are not always reliable. The current series will therefore be replaced. Publication delays will be avoided and costs reduced by providing continuous access on the Internet, with the publication of hard copy only intermittently. The content of the inquiry will also be changed and descriptive material will be included indicating the comprehensiveness of the statistical series. The data will be treated more fully to make it more comparable and supporting material will be added, such as demographic projections and wage and income levels. Where possible, country data will be placed in the same statistical framework as the actuarial and social expenditure models, so that information and technical advisory services become mutually reinforcing. The full implementation of the new survey will require more than one biennium, with additional series, countries and analysis being added over time.

Major Programme 120. Statistics

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
DEVELOPMENT OF LABOUR STATISTICS	14/07	3/09	2,899,800	397,000	3,296,800	-	-	-	-	-
DATA COLLECTION AND DISSEMINATION	8/04	22/11	4,085,200	759,586	4,844,786	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	85,600	85,600	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	1/00	3/07	580,424	25,000	605,424	-	-	25,000	24,334	49,334
1998-99 TOTALS	**23/11**	**30/03**	**7,565,424**	**1,267,186**	**8,832,610**	**-**	**-**	**25,000**	**24,334**	**49,334**
1996-97 TOTALS	**24/02**	**30/07**	**7,660,125**	**1,374,955**	**9,035,080**	**-**	**-**	**-**	**563,000**	**563,000**

120.1. In recent years, the labour market in many member States has changed considerably, as witnessed by the increased diversity of types of employment status (including the growing proportion of self-employment), volatile levels of unemployment, the rise in informal sector employment, not just in the developing countries but also in many industrialized countries, and more in-work poverty. The last decade has also seen heightened international concern over the problem of child labour. These changes have led to an increased need for more sophisticated data to monitor and understand the underlying causes and consequences of these labour market trends. In addition, the rising cost of statistical surveys in a context of greater pressure on public finances has led to the need for cheaper and more accurate sources of data, such as administrative records and combinations of various data sources. These developments represent a major challenge to central statistical agencies, as well as to Ministries of Labour and other government units dealing with labour, which are finding it increasingly difficult to provide the necessary statistical basis for the formulation and monitoring of employment policy. Member States look to the ILO for guidance in these various fields.

120.2. The objectives of this major programme are: a greater understanding by constituents of developments in labour markets and the conditions of work and life of workers through the provision of relevant information at the national and international levels; and the strengthening of the capacity of national organizations responsible for labour statistics to produce appropriate data. These objectives will be achieved through: the development of international statistical standards, on the basis of the experience and requirements of the different member States; the provision of advice to member States, in the form of expert consultancies, training and manuals, to assist them in the application of these standards; and the dissemination of key labour statistics and methodological information through publications, computer-readable data sets and an on-line information system. The International Conference of Labour Statisticians (ICLS) is the forum through which international standards are set in the field of labour statistics. It has generally met every five years since 1923, the last one being held in 1993. The Sixteenth International Conference of Labour Statisticians (ICLS) will be held in 1998. The Bureau of Statistics will also be involved in follow-up work to the World Summit for Social Development, which called on the ILO to play an active role in improving national statistical capacities in two specific areas, namely: the expansion of productive employment and the reduction of unemployment; and the eradication of poverty. Moreover, as a follow-up to the Fourth World Conference on Women, the Bureau of Statistics will ensure that particular attention is given to gender issues in all its activities.

120.3. The resources for this major programme show a reduction of some $202,000, reflecting economies in staff costs amounting to 0/03 Professional work-years and 0/04 General Service work-years, and a net reduction in other costs amounting to some $120,000.

Development of labour statistics

120.4. The objectives of this subprogramme are: the development of guidelines on labour statistics, in particular those required under the Labour Statistics Convention, 1985 (No. 160); and the strengthening of the capacity of national statistical systems in member States to apply them. In collaboration with the multidisciplinary advisory teams, member States will continue to be provided with support in the form of workshops, seminars and advisory services to assist in the implementation of international standards and in the production of useful, reliable and relevant labour statistics. Building on the experience acquired in recent biennia in the provision of training courses, the Bureau's training programme will be further developed. Training in labour statistics will also be provided in collaboration with the Turin Centre, the Regional Offices, other United Nations organizations and international centres, particularly in relation to the 2000 World Population and Housing Censuses. The Office's capacity to provide assistance of this nature will be strengthened through the launching of new research work on the statistical use of labour-related

administrative records and on statistics of working time and productivity. The developmental work carried out in previous biennia under the interdepartmental projects on the Elimination of child labour and on the Informal sector will be consolidated into technical manuals as guidance for national statistical systems.

120.5. The Labour Statistics Convention (No. 160) and Recommendation (No. 170), 1985, provide the basic framework within which member States can progressively develop their programmes of labour statistics, in accordance with their economic and social circumstances and resources, and also provide for the promotion of the international comparability of labour statistics. Technical support will continue to be provided for the application of these instruments and the earlier Convention concerning Statistics of Wages and Hours of Work, 1938 (No. 63).

Sixteenth International Conference of Labour Statisticians

120.6. Taking account of the work of previous biennia and the additional preparatory work to be conducted in the first part of 1998, it would be appropriate to hold the Sixteenth International Conference of Labour Statisticians (ICLS) in the third quarter of 1998. The proposals for its agenda, which will be determined by the Governing Body, will include the adoption of new statistical standards in the form of resolutions on the measurement of underemployment, the measurement of income from employment and statistics of occupational injuries. A number of topics identified by the Fifteenth ICLS (1993) will also be discussed, including: the application of the International Classification of Status in Employment adopted by the Fifteenth ICLS; the informal sector data collection practices of member States, following the adoption of the international standards on this topic by the Fifteenth ICLS; and the methodology used for the fourth edition of the ILO estimates and projections of the economically active population, 1950-2010. Travel expenses and subsistence allowances (ten calendar days in Geneva) will be paid for three experts nominated by the Employers' group of the Governing Body and three nominated by the Workers' group ($51,000).

Underemployment

120.7. Based on the work undertaken in the previous biennia and the conclusions of the Meeting of Experts on Labour Statistics (October 1997), a report and a draft resolution will be prepared on the concept and measurement of underemployment. Following the Sixteenth ICLS, technical assistance will be provided, training activities carried out and regional and international meetings organized to promote the application of the new guidelines.

Income from employment

120.8. The Fifteenth ICLS (1993) supported the Bureau's proposal for the development of statistics on income from employment. It also recommended that existing guidelines on wages statistics should be reviewed and expanded in order to improve the measurement of wages, and that these issues should be submitted to a meeting of experts. Taking account of the conclusions of this meeting, which is to be held in October 1997, a report will be prepared containing a draft for a new resolution on the measurement of income from employment, including wages and earnings from self-employment, for consideration by the Sixteenth ICLS. Following the Conference, activities to promote the application of the new guidelines will include preparatory work on a technical manual dealing with such aspects as the methodology of data collection, data analysis and presentation.

Occupational injuries

120.9. Up-to-date and relevant guidelines on statistics of occupational injuries are essential to assist countries in compiling the data needed to develop meaningful accident prevention programmes and monitor progress in the field of safety and health at work. The review of the existing statistical guidelines will be continued, taking into account the ILO Code of Practice on the Recording and Notification of Occupational Accidents and Diseases (1994), relevant national practices and the work carried out by the European Union in this field. Two important areas particularly in need of updating and extension are the methods used for data collection and the classification schemes used for the recording of occupational accidents and the compilation and publication of statistics. A report covering these areas will be prepared for consideration by a meeting of experts.

Meeting of Experts on Labour Statistics: Occupational Injuries

120.10. A tripartite meeting of experts (with the participation of WHO specialists) will be convened in early 1998 to examine the report on statistics of occupational injuries, which will contain draft proposals for new standards. The Meeting will be held in Geneva for five calendar days ($96,000) and will be attended by six experts from each group nominated by the Governing Body. Based on the conclusions of the Meeting, a report and a new draft resolution will be prepared on statistics of occupational injuries for consideration by the Sixteenth ICLS. Following the Sixteenth ICLS, activities in this field will include the development of practical guidance for the application of the new statistical standards, including a technical manual on the subject.

Statistical use of administrative records

120.11. Labour-related administrative records, such as the records of employment offices, social security schemes and labour inspectorates, can provide a relatively cost-effective source of statistics, provided that their scope is clearly identified, the administrative registration process satisfies the necessary data quality requirements and the relevant laws or rules permit their use for statistical purposes. In collaboration with programme 80.3 (Labour administration), research will be carried out to examine the direct use of these records for statistical purposes. The key issues involved will be analysed and methods identified by which these records can be used to establish or improve labour

statistics. The research will cover most of the basic topics described in Convention No. 160, including employment, unemployment, vacancies, income from employment (including wages), hours of work, occupational injuries and diseases, strikes and lockouts, and the international migration of workers. A working paper will be prepared as a first step towards the production of a technical manual to provide guidance in these areas to Ministries of Labour, central statistical offices and other competent bodies.

Working time and productivity

120.12. Data on the volume of work and labour inputs can be used to measure labour productivity, which relates the outputs produced to the labour inputs used. A study on working time and the measurement of labour productivity will analyse the conceptual and practical problems involved and review existing national definitions and measurement methods. The findings of this study will be used for the preparation of a report, which will be discussed by a meeting of experts at a later date with a view to the development of draft international recommendations on the measurement of labour productivity for adoption by a future ICLS. The possibility will also be examined of collecting statistics on components of working time, such as overtime and annual hours of work.

Child labour

120.13. The methodologies developed as part of the 1992-93 interdepartmental project on the Elimination of child labour for the collection of information on working children will be further tested in order to improve their effectiveness. The findings will provide a basis for the further revision of the detailed technical guidelines drafted during the biennium 1996-97, which will then be published as an ILO manual on the concepts and methods of child labour surveys. Regional and subregional technical workshops and seminars will be organized to train statisticians from national statistical offices and child labour specialists from Labour Ministries in the use of these techniques. Assistance will also be provided to member States for the adaptation and implementation of the survey methodology in their own countries.

Informal sector

120.14. As a follow-up to the 1994-95 interdepartmental project on the informal sector, technical assistance and training will continue to be provided to member States on the development of statistics of the informal sector. Following the request made by the Fifteenth ICLS in its resolution concerning statistics of employment in the informal sector, a report will be submitted to the Sixteenth ICLS on the experience gained in the design and implementation of informal sector surveys. This will provide the basis for the preparation of a manual containing technical guidelines on the concepts and methods of informal sector data collection.

Data collection and dissemination

120.15. The collection, analysis and dissemination of information on a wide range of labour issues represents one of the major tasks of the Bureau of Statistics. Data are collected either directly from national statistical authorities or from their official publications and stored in a number of numerical or textual databases. Information is provided to a wide range of users, both within and outside the ILO, through publications and articles, in machine-readable form (on diskette or tape) and online at the International Computing Centre. Following the work carried out during the biennium 1996-97 to modernize the Bureau's databases, emphasis will be placed in 1998-99 on the modernization of its data dissemination capacities through the use of recent developments in information technology. Selected yearly time series from the LABORSTA database and the related textual metadata (footnotes, methodological and source information) will be made available through the Internet and CD-ROMs. The Bureau will continue to monitor the application of the international standard classifications of occupations and status in employment, produce press releases, analytical and methodological articles and reports, contribute to other Office reports and participate in inter-agency and other international statistical meetings. In addition, it will cooperate with programme 90.2 (Occupational safety and health) in the establishment of networking arrangements for the collection and dissemination of statistics on occupational injuries in hazardous occupations.

120.16. The Bureau's major statistical publications, the *Yearbook of Labour Statistics*, the quarterly *Bulletin of Labour Statistics* and its *Supplements*, and *Statistics on occupational wages and hours of work and on food prices: October Inquiry results*, are prepared using the main database (LABORSTA). The other databases are on subjects that are not covered by regular publications, but which either provide a basis for periodic publications, such as *Household income and expenditure statistics* and *Economically active population, 1950-2010*, or are being considered for integration into the regular data collection and dissemination programme. Methodological descriptions of the series appearing in the *Yearbook* and *Bulletin* will be published in a new or revised volume in the *Sources and methods: Labour statistics* series, one of which will be issued each year as a companion volume to the *Yearbook*. In addition, an occasional series of publications will be produced on key labour issues using information from existing databases.

Comparable labour market data

120.17. As a follow-up to the World Summit for Social Development, the Bureau will upgrade its data and indicators on employment, unemployment, underemployment and earnings, including insofar as possible work situations outside formal markets. In particular, a model will be developed for the production of world and regional estimates of employment and unemployment. The programme of ILO-comparable annual employment and unemployment estimates in 26 countries will be

transformed into a wider programme on ILO-comparable unemployment rates and employment/population ratios by sex and, where appropriate, by formal or informal sector. World estimates and projections of the economically active population will also be updated on a regular basis in preparation for the publication of the next (fifth) edition of *Economically active population*.

Reconciliation of data

120.18. There are generally several data sources for each topic covered by labour statistics. The three main sources of labour statistics are household surveys, establishment surveys and administrative records. When statistics are available from more than one source, it is a sound practice to compare the resulting data and endeavour to account for any differences. The "reconciliation" of data from different sources is an important element in assessing the coverage and quality of the data and obtaining an improved estimate of the target phenomenon. Drawing on the work on labour accounting carried out in the biennium 1996-97, specifications will be developed for harmonized concepts and methods of reconciliation and will be illustrated by data on employment, unemployment, hours of work and wages in selected countries.

Major programme 125. Development Policies

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
POLICIES FOR JOB CREATION	12/06	12/10	3,589,040	279,173	3,868,213	-	-	-	-	-
STRATEGIES TO COMBAT YOUTH MARGINALIZATION AND UNEMPLOYMENT (AP)	2/00	-	338,688	45,000	383,688	-	-	-	-	-
EMPLOYMENT AND ORGANIZATION OF WOMEN AND EXCLUDED SOCIAL GROUPS	5/03	3/00	1,233,216	117,670	1,350,886	-	-	-	-	-
IMPROVING THE QUALITY OF WOMEN'S EMPLOYMENT (AP)	2/08	0/07	518,504	181,496	700,000	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	685,464	685,464	-	-	-	35,924,000	35,924,000
PROGRAMME MANAGEMENT AND SUPPORT	2/04	2/02	725,152	106,943	832,095	8/09	-	1,504,259	79,350	1,583,609
1998-99 TOTALS	**24/09**	**18/07**	**6,404,600**	**1,415,746**	**7,820,346**	**8/09**	**-**	**1,504,259**	**36,003,350**	**37,507,609**
1996-97 TOTALS	**25/03**	**15/10**	**6,217,623**	**1,718,612**	**7,936,235**	**6/11**	**5/09**	**1,834,477**	**38,608,859**	**40,443,336**

125.1. Despite impressive progress in some cases, many developing countries continue to be confronted by three major problems: slow growth of GDP per capita; increased unemployment, especially among young jobseekers, combined with high levels of underemployment in the low productivity urban informal and rural sectors; and the persistence of poverty, which affects about one-third of their total population. A changed agenda for development is therefore needed to take account of new trends at both the national and international levels, including in particular: economic reforms, structural adjustment; the potential of globalization to promote growth on a worldwide scale; the challenge of increased competitiveness; the uneven growth performance of developing countries (100 countries were at a lower level of real per capita GDP in 1993 than the level they had reached five or more years earlier); and the shift in development cooperation towards socially and environmentally sustainable growth patterns. The challenge for the ILO is how to respond to these new trends by designing its own agenda for development based on policies and programmes to create jobs, alleviate poverty and combat social exclusion.

125.2. While some developing countries are continuing with economic and labour market reforms, many are in the process of completing their structural adjustment programmes. This implies a transition towards a concern with longer term issues of development. Issues that are of concern to policy makers during the period of structural adjustment as well as in the post-reform period are quite different form those that they faced in the past. Those concerned with social dimensions like poverty and employment generation are now required to take into account a substantially different framework defined by liberalization of domestic economies and globalization. The role of the state itself is being re-examined and redefined. The developing countries are thus having to formulate policies within a new framework, and policies for job creation and poverty alleviation will have to be reoriented taking these new realities into account. What is important from the point of view of developing countries is to design policies in such a way that the poor and other disadvantaged groups (e.g., women) can benefit from economic liberalization and globalization. The task before the ILO is to contribute to policy making in this field and to ensure that the ILO can provide technical advice which is relevant in the changing world.

125.3. The World Summit for Social Development recognized that the ILO's mandate, tripartite structure and expertise place it in a unique position to be able to assist its constituents to combat poverty through job creation and social protection. The objective of this major programme is to assist the constituents in the design and implementation of policies and programmes to create jobs, combat poverty and enable poor and disadvantaged social groups to share in and contribute to the development process. In the context of the changing world and challenges mentioned above, particular attention will be paid to further strengthening the ILO's technical capacity to advise its constituents on formulating policies for integrating poverty and employment issues into the structural adjustment programme as well as in the post-reform agenda. The focus of work here will be on identifying appropriate sequencing of reforms and formulation of reform programmes in such a way that employment and incomes of the poor are not adversely affected and they can benefit from globalization. Greater use of social dialogue will be sought to achieve the above goal.

125.4 This programme will also include the provision of technical assistance to developing and transition countries in the design and implementation of integrated national job creation strategies, investment programmes, and policies for the inclusion of social groups, such as women and youth. Such policies also involve targeted micro-level interventions addressing the interrelated problems of poverty, unemployment and social exclusion, particularly among unorganized groups of the population in the urban informal and rural sectors. This work will be supported by: the elaboration of an ILO view on development; the design of practical methodologies to create jobs and combat exclusion; and the provision of policy advice and technical assistance to constituents and the field structure. Emphasis will continue to be placed on promoting the application of international labour standards through the technical cooperation activities that are carried out under this major programme. These activities will assist in following up the recommendations of major United Nations conferences, including the World Summit for Social Development, the Fourth World Conference on Women and the Second United Nations Conference on Human Settlements (HABITAT II).

125.5. The regular budget resources for the major programme are to be decreased by some $116,000 in real terms in comparison with the biennium 1996-97. This reduction is associated with a decrease of some $346,000 in non-staff costs and the costs of short-term staff, including a decrease of some $171,000 in RBTC resources, and 0/06 Professional work-year, offset by an increase of 2/09 General Service work-years.

125.6. It is estimated that extra-budgetary resources amounting to some $36 million will be made available during the biennium for technical cooperation activities. The RBTC fund for poverty alleviation ($685,464) will continue to be used to respond to requests from constituents for assistance in addressing unemployment and combating social exclusion and the marginalization of disadvantaged groups, such as women, the urban poor, indigenous and tribal peoples and youth. These resources will also be used to assist in the mobilization of extra-budgetary resources.

Departmental management

125.7. Provision is made under this subprogramme for the director of the department, support staff, travel and equipment.

Policies for job creation

125.8. Job creation is the major challenge for many developing countries in their endeavours to overcome unemployment and poverty, improve working conditions and promote democracy and workers' rights. However, traditional approaches to job creation based on capital-intensive investments in the formal sector have their limitations. In contrast, the informal economy offers many opportunities for the creation of sustainable employment. It also offers opportunities to employers' and workers organizations to become more involved in hitherto unorganized sectors by providing support and assistance for the establishment of industrial and workers' associations in these sectors. At the macroeconomic level, international secretariats or federations of trade unions can contribute to the organization of these sectors through the transfer of know-how and experience.

125.9. The objective of this subprogramme is the design and implementation by constituents of policies and programmes for the creation of sustainable jobs and the alleviation of poverty including the promotion of the informal economy and the mobilization of local natural and human resources. The activities under-taken to achieve this objective will focus on strengthening the capacities of ILO constituents in these areas and mobilizing external resources to support the ILO's technical cooperation programme of employment-intensive works. These technical cooperation activities will be used as an instrument to extend the outreach of employers' and workers' organizations to unorganized small-scale enterprises and to promote the wider application of basic international labour standards in the informal and unorganized sectors. The activities of the subprogramme will be based on a practical and coherent strategy for job creation and poverty alleviation that addresses the following issues: how to integrate the increasing numbers of informal sector workers into mainstream economic and social life; how to design practical policies and programmes to promote employment and protect women and disadvantaged groups; and how to formulate strategies that bring government agencies and employers' and workers' organizations together, especially at the local or municipal level, in the design and implementation of job creation and poverty alleviation programmes.

125.10. This work will be supported by the collection of information and the preparation of guidelines for governments and financing agencies on how to promote small contractor development and maximize the creation of productive employment opportunities in the public works sector. Advice will be provided and resources mobilized to assist social fund schemes in their efforts to enhance job creation through increased community participation and private sector involvement in the implementation of employment-intensive programmes. Member States emerging from armed conflict will continue to be provided with assistance for the development of employment-intensive programmes of rehabilitation and reconstruction. A guide will also be prepared on the design and management of infrastructure programmes at the community level. The support provided to member States will include assistance in the design of local investment programmes to improve the access of poverty groups to productive resources and basic social services. Throughout this work, emphasis will be placed on incorporating gender-related concerns into policies and programmes. The ILO *Compendium on poverty* will be updated and the ILO policy training package for local governments in Asia on integrating the informal sector into mainstream development will be revised and disseminated.

Action programme

Strategies to combat youth marginalization and unemployment

125.11. In developing countries, young people frequently account for half of the population and between 60 and 70 per cent of new entrants into the labour market. Within the broader context of growing unemployment, particularly in the slow growth economies of Africa and Latin America, the problem of youth unemployment is even more acute. Unemployment rates in developing countries generally vary between 10 and 25 per cent. This rate increases sharply to between 50 and 70 per cent among youth. The serious social consequences of this phenomenon include the danger of the marginalization and exclusion of the young segments of the population, the effects of which may last over the whole of their life cycle. Youth unemployment and marginalization are therefore priority issues in many developing countries. There have been an increased number of requests from constituents for advice and assistance in the design and implementation of viable and cost-effective policies and programmes to address the problems of youth unemployment and exclusion.

125.12. The objective of this action programme is the development of a coherent and systematic method of intervention that can be adapted to national situations and integrated into employment policies with a view to combating youth unemployment and exclusion. Previous work on youth unemployment will be consolidated and a comparative analysis will be undertaken of the situation and problems of different groups of youth in selected countries. An assessment will be made of the adequacy and effectiveness of national policies and programmes designed to address these problems and practical policy conclusions will be drawn up. The resulting ILO perspective on effective policies and programmes to combat the marginalization of youth will be set out in a practical guide for use by constituents and the multidisciplinary advisory teams in the development of national programmes.

Promoting social dialogue for job creation and poverty elimination

125.13. Although the tripartite constituents are well placed to participate in the formulation and implementation of policies and programmes for job creation, they are often only marginally associated with investment and other decisions directly affecting their interests. The objective of this work is the strengthened capacity of Labour Ministries and employers' and workers' organizations to participate more effectively in national job creation programmes. An examination will be carried out of mechanisms and opportunities for the tripartite constituents to work closely with national and local authorities and community groups on job creation programmes for the unorganized sectors, women and other social groups, particularly through infrastructure investment and construction programmes, which account for two-thirds of public investment in most developing countries. Successful experiences of the involvement of the social partners in job creation programmes will be examined and pilot schemes will be launched to promote tripartite participation in national job creation programmes. Based on this work, policy tools for tripartite intervention in employment programmes will be developed, including appropriate contract systems and transparent procedures to improve the access of local small and medium-sized enterprises to public investment projects.

125.14. Although casual labour is often engaged in employment-intensive programmes, recruitment and management practices rarely comply with basic ILO standards. Building on the ILO's experience of employment-intensive infrastructure programmes, work will be carried out on: the applicability of the relevant labour legislation to temporary employment in the construction sector; productivity-related remuneration and the development of appropriate unit rates for employment-intensive construction activities; the development of appropriate procedures for the putting out to tender and the award of contracts which incorporate applicable labour standards on conditions of work; the recruitment and management practices of labour contractors; and the choice of technology in the context of enterprise development. The findings of this work will be used for the production of a policy handbook and the organization of national and subregional meetings financed from RBTC and extra-budgetary funds.

The future of employment in the urban and informal sectors

125.15. The twenty-first century will be marked by the continuing rapid transition from a rural to an urban planet. Although industrialized countries are currently the most urbanized, rates of urbanization are much higher in the developing countries and all the new mega-cities that emerge between now and the year 2015 will be in developing countries. It is estimated that 228 million new jobs will have to be created by the end of the century, mostly in cities, and that the numbers of the urban population living in absolute poverty will grow from around 400 million to close to one billion. The growing crisis of urban poverty and unemployment is partly attributable to a number of false starts by policy-makers. The urban informal sector is often viewed as a panacea for employment, rather than as a source of low productivity work for some, and no more than a survival strategy for others. In this context, the importance of the ILO's contribution to improving the level of employment and the quality of work in the sector was emphasized by HABITAT II.

125.16. In response to this huge problem, a programme of technical assistance, entitled the Urban Employment Programme, will be implemented with the objective of developing the capacity of constituents to create jobs and alleviate poverty in the urban informal economy. The research carried out under the Urban Employment Programme will focus on the job creation potential of local alliances of municipal

governments, the private sector, small and medium-sized enterprises, workers' and informal sector associations and decentralized infrastructure investments. Policy advisory missions will be undertaken to design and launch demonstration projects. A package of training materials and guidelines will also be developed for use by the field structure in collaboration with municipal governments and the social partners. Emphasis will be placed on the mobilization of extra-budgetary resources to finance these activities and joint activities will be carried out in partnership with external development agencies. It is expected that these activities will lead to a 20 per cent increase in the extra-budgetary resources available for technical cooperation activities in support of urban employment programmes.

Employment and organization of women and excluded social groups

125.17. Even in countries which achieve rapid economic growth, the social and economic exclusion of large segments of the population has emerged as a major policy concern. For a variety of reasons, these excluded population groups have not been able to participate equitably in the new processes of development. Moreover, the new trends of marginalization and exclusion are superimposed on traditional forms of discrimination and vulnerability related to gender, ethnicity and the nature of work. Indeed, poverty is becoming increasingly feminized in a large number of developing and industrialized countries. In spite of the rapid growth in women's participation rates, their new employment opportunities have mainly been of a vulnerable, casual, insecure and unprotected nature. These trends are a cause of concern not only from the point of view of social justice, but because they undermine the very foundations of sustainable development and economic growth in a democratic society. The objective of the subprogramme is the design and implementation by constituents of policies and programmes to: combat poverty and social exclusion, with particular emphasis on women; and bring socially disadvantaged groups into the mainstream of development.

125.18. Technical assistance will be provided to strengthen the bargaining power of vulnerable social groups and promote the participation of women workers and other unorganized and disadvantaged groups in policy dialogue on crucial development issues, such as economic reforms and employment and poverty eradication programmes. In this work, emphasis will be placed on extending the application of international labour standards to unorganized workers and excluded groups, with particular emphasis on the Discrimination (Employment and Occupation) Convention, 1958 (No. 111); the Rural Workers' Organisations Convention, 1975 (No. 141); the Indigenous and Tribal Peoples Convention, 1989 (No. 169); and the new Convention and Recommendation on Home Work adopted in 1996. A major component of this work will consist of training for constituents on how to address the needs of socially excluded groups. A series of subregional and national training programmes will be organized on employment promotion and poverty eradication for disadvantaged women and on policies and programmes to improve the negotiating skills of indigenous and tribal peoples. Guidelines will also be developed on the use of social development funds to promote the employment and participation of women workers. These guidelines will be disseminated through advisory services and technical cooperation activities.

125.19. In support of this work, new policy approaches to various types of exclusion will be analysed and policy guidelines will be prepared based on best practices in these areas. This work will contribute to the ILO's follow-up to the World Summit for Social Development and the Fourth World Conference on Women, the International Decade for the World's Indigenous People and to the implementation of the ILO's international programme on More and Better Jobs for Women. Advisory services will continue to be provided on employment promotion, poverty eradication and the social integration of disadvantaged groups. Resources will be mobilized for targeted programmes and for technical cooperation programmes, and especially interregional programmes, addressing the new processes of marginalization.

Strengthening the organizational capacity of excluded groups

125.20. The causes of poverty and social exclusion go beyond material deprivation and include the limited bargaining power of disadvantaged groups and their inability to influence the decision-making processes that affect them. The majority of excluded groups, such as women heads of households, indigenous and tribal peoples, casual and seasonal agricultural workers, homeworkers and informal sector workers are currently unorganized and unrepresented. Indeed, the organization of these groups is one of the most effective ways of enhancing their capacity to initiate change and their access to productive assets, training and social services. Trade unions and government agencies have an important role to play in this respect. A guide on the organization of socially excluded groups will document successful initiatives and identify: the types of organization that are best suited to excluded groups; policies that promote their participation in development and decision-making; the roles and responsibilities of the State, and employers' and workers' organizations in enhancing the bargaining power of the poor; and the action that can be taken by the ILO to promote the organization of the poor.

Home work

125.21. Home work, which encompasses traditional home-based activities, new forms of work in export industries and labour flexibility strategies at the enterprise level, will continue to grow as a non-standard form of employment in almost all regions of the world. To counter the invisibility and vulnerability of homeworkers and assess the job creation potential of this type of employment, especially for women workers, research will be carried out and a technical cooperation programme implemented. In addition to adopting standards on

home work, the Conference in 1996 emphasized the need for country-specific work to design innovative schemes that promote employment and social protection for homeworkers. The Fourth World Conference on Women also called for assessments to be made of significant new forms of employment for women workers. Research will therefore be carried out to identify new forms of homeworking, the characteristics of home work and the conditions of work associated with it. The research will focus on the link between the growth of homeworking and the globalization and delocalization of economic activities. Successful and innovative policies and programmes addressing the needs of homeworkers will be documented and disseminated.

125.22. Taking account of the guidelines developed in the biennium 1996-97 and drawing on the ILO's pilot projects for homeworkers in South and South-East Asia, technical cooperation activities will focus on the development of national programmes that: promote national awareness-raising campaigns and tripartite policy dialogue; compile data and improve the statistical methods used; review relevant legislation and regulations and the efficiency of enforcement mechanisms; develop skills training; improve product development and marketing; promote the organization of homeworkers; develop innovative social security schemes; and improve the occupational health and safety of homeworkers. These activities will promote observance of the new standards on home work, support the exchange of experience at the regional and interregional levels and strengthen the networking of homeworkers' organizations. Subject to availability of extra-budgetary resources, six reports will be prepared, including three analytical country studies on home work in countries not yet covered by this work. Best practice guides will also be prepared and technical cooperation projects are expected to be initiated in at least three new countries in the Caribbean and in North Africa, while current programmes are consolidated in Asia and Latin America. Two interregional workshops or study tours will be also organized during the biennium.

Action programme

Improving the quality of women's employment

125.23. The last two decades have witnessed an unprecedented rise in women's labour market participation rates and in their access to paid employment. However, a relatively small proportion of the new employment opportunities have been generated in the form of conventional and regular wage employment covered by social protection systems. Increasingly, the main sources of employment growth are an expanding informal sector and the development of new atypical forms of employment, such as temporary labour, contract labour, homeworking and subcontracting. At present, the majority of women workers in developing countries are engaged either as own account workers and micro-enterprise operators, or in the various types of unconventional forms of employment mentioned above. They often combine these types of activity or change occupational status depending on the availability of opportunities.

125.24. This trend is likely to grow in the future as a result of the diminishing prospects of large-scale, formal and conventional employment opportunities, both in the public and private sectors; greater flexibilization and deregulation of labour markets; greater emphasis on self-employment and micro-enterprise development in economic reform policies; and the employment opportunities created by the relocation of industrial capital. However, the unequal access to resources and the various levels of discrimination faced by women workers mean that the full potential is yet to be realized of these forms of work, which are currently characterized by low skill content and low productivity, insecurity and a lack of long-term prospects, excessive vulnerability to changes in the work environment and limited access to development resources, such as education, training and credit, safety nets and social protection measures. Improving the quality of employment, whilst safeguarding and expanding the job creation and income-generation potential of these sectors, is a desirable and feasible strategy, as emphasized by the Fourth World Conference on Women.

125.25. The objective of this action programme is to provide constituents with a range of feasible options and viable strategies for improving the quality of employment of the majority of women workers in developing countries who are engaged in own account work, small businesses and/or new forms of employment relationships. However, in view of the specific characteristics of these types of employment, this objective cannot be realized through a simple extension or replication of conventional development policies and social protection systems. Promising developments have been made in the recent past, for example, in the fields of financial services for small producers and/or the creation of mutual help associations for the social insurance of homeworkers.

125.26. Drawing on the experience of the ILO, successful and innovative strategies, including policies, institutions and targeted programmes, will be reviewed and assessed. These strategies may be classified into four clusters. The first consists of programmes to improve the productivity and incomes of specific groups through targeted skills training and basic managerial training adapted to the literacy, skill profiles and specific constraints of women workers and covering such areas as product development and access to markets and financial services. The second focuses on the design of unconventional and innovative social protection measures adapted to the circumstances of specific groups and involves: the preparation of guidelines and the implementation of training programmes on occupational health and safety measures for homeworkers and own account workers; and the development of voluntary trade-based or mutual social insurance schemes covering health insurance and maternity protection, combined with an exploration of the possibilities of linking them to

formal social insurance schemes. A third approach is to develop the appropriate legal and regulatory framework and to carry out awareness-raising campaigns and training programmes. This entails the promotion of a more gender-sensitive set of regulations in terms of the access of small operators to urban land and infrastructure, financial services and marketing outlets, as well as the adoption of provisions to extend basic social protection to women workers who are in an employer-employee relationship. The revision of laws needs to be complemented by appropriate information dissemination and legal literacy programmes on women's rights and opportunities. The fourth strategy cluster aims at promoting the organization of women workers and producers through trade unions, cooperatives and trade associations, and to strengthen their bargaining ability through the development of networks and strategic alliances. The implementation of any of these four approaches requires action and initiatives by government agencies, local government structures and employers' and workers' organizations.

125.27. The action programme will have three clearly identifiable outputs: a practical handbook on possible and viable strategies to be implemented by the ILO tripartite constituents, a video and a modular training package. The handbook will contain a review of the main characteristics of the employment situations of women workers in the above-mentioned sectors; a critical assessment of approaches and strategies for enhancing the quality of employment and social protection; a detailed analysis of best practices; and a menu of possible action. It will also identify types of action that can be initiated by the respective partners, as well as joint schemes and measures involving both the private and cooperative sectors. The purpose of the video will be to raise the awareness of a broad audience and the general public about the employment situations of working women in developing countries. In particular, it will emphasize successful strategies for pursuing the twin objectives of employment creation and social protection. It will include profiles of the employment situations of the above-mentioned groups, drawn from different geographical regions. The modular training package will consist of a training manual and audiovisual support to build and strengthen the capability of ILO constituents and other partners to design policies and programmes that improve the quality of employment of a large section of women workers engaged in self-employed and micro-enterprises and/or in new forms of employment. The action programme is one of the ILO's contributions to the Beijing Conference and will develop practical approaches to the implementation of the new international labour standards on home work adopted in 1996.

Job creation, poverty alleviation and population policy

125.28. The interrelationship between demographic trends, economic growth and social progress is a major policy concern in many countries. Population growth, as well as the structure and distribution of the population, are factors that can contribute to persistent and widespread poverty, social exclusion and basic inequalities. Indeed, unemployment and the inadequacy of social services in many low-income developing countries are exacerbated by high rates of population growth. The Programme of Action adopted by the International Conference on Population and Development (1994) emphasizes the need to integrate population concerns into all aspects of development with the aim of promoting social justice and eradicating poverty.

125.29. The objective of this subprogramme is the enhanced capacity of constituents to analyse the linkages between demographic trends and social and economic development policies and programmes. The technical assistance provided in this respect will be designed to integrate ILO concerns into population policies and programmes, and to promote ILO standards on equality of opportunity and treatment, non-discrimination, workers with family responsibilities, maternity protection, rural workers' organizations, human resource development and the protection of children from economic exploitation. The staff resources of the subprogramme consist of six specialists funded by the United Nations Population Fund (UNFPA), who provide technical support to inter-agency country support teams.

125.30. The objective of the subprogramme will be achieved through research and policy advisory services in the areas of population, poverty, urbanization and human resource development, as well as through the development and dissemination of guidelines and training materials. Analytical tools will be developed to assist policy-makers and planners integrate population and human resources issues into policies on labour markets, structural adjustment, privatization and social services. Research and advocacy activities will also concentrate on policies for the full integration of women into population and development programmes, both as beneficiaries and participants. Technical support will continue to be provided for educational programmes for constituents in the areas of population, family welfare, gender and reproductive health. Training packages, briefing notes, inventories of useful educational materials and case-studies will be produced and disseminated and will focus on methods of improving the access of workers to education and other services and the roles in this respect of trade unions, enterprises and governments.

Major Programme 130. International Institute for Labour Studies

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
INTERNATIONAL INSTITUTE FOR LABOUR STUDIES	-	-	-	5,921,750	5,921,750	-	-	-	-	-
1998-99 TOTALS	-	-	-	**5,921,750**	**5,921,750**	-	-	-	-	-
1996-97 TOTALS	-	-	-	**6,021,750**	**6,021,750**	-	-	-	-	-

130.1. The Institute provides three important facilities to the ILO. It offers a *strategic facility* to orient future ILO programme development by identifying and exploring emerging labour policy issues. It provides an *outreach facility* to project the values and concerns of the ILO to the external world through research networks and policy dialogues, enabling the ILO's tripartite constituents to interact informally and on a regular basis with academics, policy-makers and shapers of public opinion. As such, it serves as a "fourth window" of the ILO. Finally, as a *support facility*, it assists ILO constituents develop their own institutional capacities for labour policy research and analysis through internship courses and educational programmes.

130.2. The activities of the Institute are organized around a theme of central importance to the ILO, namely the interaction between labour institutions and economic development at a time of rapid change. The Institute has adopted certain distinctive approaches to its work. First, its programmes have specifically concentrated on emerging issues and on opening new perspectives for action. Secondly, changes in global production and market systems have been related to their consequences for labour institutions. By doing so, social policy options are set within the boundaries of economic sustainability. Thirdly, it has focused on the micro-economic and structural levels. As a consequence, it has concentrated on the role of social actors and of enterprises in shaping policies, rather than on macroeconomic factors.

130.3. Building on the findings of earlier work, the Institute's programme for the biennium 1998-99 has been selected with a view to drawing attention to policy issues of growing importance and supporting and promoting ILO departmental priorities in specific programme areas. The Institute's programme will focus on four areas: social cohesion and the role of the tripartite actors; social cohesion and anti-poverty strategies; global production systems and labour markets; and social protection, production systems and social institutions.

130.4. In accordance with the usual practice, detailed Programme and Budget proposals for 1998-99 will be submitted to the Institute's Board and to the Governing Body in November 1997. The following are therefore preliminary indications of proposed activities, to be viewed in the perspective of the ILO as a whole.

130.5. In comparison with the biennium 1996-97, the proposals for 1998-99 reflect a decrease of $100,000 in the ILO's contribution to the Institute. This reduction is in accordance with the decision of the Governing Body in November 1995 to reduce the size of the Board of the Institute.

Social cohesion: The role of the tripartite actors

130.6. Fragmentation, exclusion and dualism have become characteristics of societies everywhere — in both the North and the South. The weakening of social consensus and growing income disparities have led to a gap between both the individual and society, and between society and the economy. These concerns found expression at the World Summit for Social Development and there has been much discussion of the policy changes necessary to bridge these gaps, notably in terms of employment policies, anti-poverty strategies and social safety nets. There has, however, been less discussion of the role of the tripartite actors themselves. The moment is opportune, as growing social concerns are paralleled by democratization and increased involvement by civil society. Apart from the State, the most significant organized actors in civil society are trade unions and business and employers' organizations.

130.7. An initial examination will be made of the ways in which business and labour can contribute to greater social cohesion. The inquiry will then be extended to the implications for the role of the State. The aims of these activities are: to create a better public awareness of organized labour and business as major social actors, rather than merely as special interest groups; to assess, in collaboration with the organizations concerned, the challenges they face in terms of the changing economic and social environment, the requirements of their constituents and the rise of new social groupings which impact on their concerns; and to explore new avenues for enhancing the capacities of trade unions and employers' organizations to meet these demands and influence public policies in such areas as growth and productivity, the promotion of human rights, development and the fight against poverty. To achieve these aims, two research networks will be set up, the first on labour and society and the second on business and society.

130.8. The network on labour and society will review the implications for trade unions of the growth over the past decade of public preoccupation with social priorities. What opportunities and challenges does this present for trade unions? In particular, what are the possibilities of enhancing the role of labour in global and national development strategies? The aim is to shift the public perception of labour from being a recipient to that of a partner in such areas of policy-making as participatory development, rural/urban migration, the formal and informal sectors, and gender, employment and development. These are areas of actual or potential trade union expertise, where their representativity and organizational skills provide them with a comparative advantage. The development of these capacities would enhance their impact in global debates, in national policy-making and in programme implementation. This work will be carried out in close collaboration with major programmes 125 (Development policies) and 230 (Workers' activities), programme 80.2 (Labour law) and with trade union organizations, academics and the international development community.

130.9. The network on business and society will examine changing public attitudes towards business in the 1980s and 1990s and their implications for business and employers' organizations in the future. This change of attitude follows far-reaching transformations, such as globalization, deregulation and the shift from manufacturing to services. Together they pose new problems, as well as offering new opportunities to employers' organizations. An examination will be undertaken of ways of meeting these challenges and enhancing the capacity of business organizations and enterprises to serve as conduits for human resource development, diffusers of best practice and promoters of quality standards. Particular emphasis will be placed on identifying enterprise strategies for sustainable profitability which can contribute to the creation of a stable and supportive economic and social environment. Research will be carried out to identify enterprise strategies that: increase the long-term return on investments; expand market share; enhance competitiveness through the development of human resources and stable labour markets; promote cooperative relationships between the firm, its workers, suppliers, customers and dealers; and seek innovative partnerships between the public and private sectors and within the private sector itself. This work will provide a conceptual basis for a global data bank of case studies, relevant practices and methodologies designed to be of assistance to enterprises and employers' organizations, trade unions and public authorities. This work will be undertaken in close collaboration with employers' organizations, business schools and with major programmes 65 (Enterprise and cooperative development), 90 (Working conditions and environment) and 225 (Employers' activities).

Social cohesion and anti-poverty strategies

130.10. The Institute's earlier work on social exclusion demonstrated the importance of institutions and social actors in the design and implementation of effective anti-poverty programmes. Further work will be carried out to operationalize these insights in ILO areas of concern, particularly employment, human rights and participatory development. The inclusionary and exclusionary functioning of social institutions will be examined with a view to improving current policies. Examples of successful initiatives to promote social inclusion will be reviewed and their potential for diffusion and replication in other settings will be assessed. Particular attention will be given to the gender dimension of labour market outcomes and to the reinforcement of relationships between civil society actors and the promotion of human rights. This work will be carried out in close collaboration with major programme 125 (Development policies), programme 80.2 (Labour law), ILO constituents, practitioners and academics.

Global production systems and labour markets

130.11. In earlier work, globalization was examined in terms of the relationships between enterprise strategies and labour markets. As production is increasingly organized through chains of inter-enterprise linkages across geographical locations, there have been corresponding changes in labour market structures. Not only have labour markets become more interdependent, but specific labour market outcomes are directly affected by the way in which a particular enterprise or system of enterprises organizes its access to the global market (for example, through export processing zones, subcontracting, growth triangles or original brand manufacturers). Work will be carried out to identify the differences in labour market outcomes arising from these alternative paths of integration into global markets and the policies that facilitate industrial transition with more favourable labour market outcomes. In view of the increased impact of global production and distribution networks on domestic industries in many developing countries, the impact of global competition on domestic markets will also be examined. Empirical work on the structure of inter-firm networks, organizational learning and linkages and spin-offs in specific production chains and geographic locations could yield significant suggestions for policy-making. The objective of this work is to contribute to the formulation of appropriate industrial and social policies that optimize the potential of globalization for domestic growth and employment.

Social protection, production systems and social institutions

130.12. Recent years have seen a weakening in the systems that have been established to ensure the complementarity between economic production and social distribution, such as the welfare state, collective bargaining and full employment economies. Most importantly, there has been an erosion of the consensus on collective social responsibility, which underpins both the welfare state and the developmental state. An examination will be undertaken of the prospects for future systems of human security. Much of the debate on the sustainability of such systems has been confined to their financial dimension. The examination will therefore focus on the importance of underlying factors, including production systems and patterns of

employment; the changing role of social institutions, such as trade unions, business and the State; and the expanding informal and tertiary sectors. Systems in both the industrialized and developing world will be reviewed, together with the distributional implications of today's high-growth economies. The work will be carried out in close collaboration with major programme 110 (Social security).

Means of action

130.13. The Institute's means of action include the organization of social policy fora, such as lectures by international public figures; internship and educational programmes, including the provision of facilities for visiting scholars; publications; and research networking. Two internship programmes will be organized during the biennium for persons nominated by the Worker, Employer and Government groups. The ILO's outreach to the international student community will continue to be promoted through the biennial ILO Nobel Peace Prize Lectures at the major universities of the world. In terms of programme implementation, special emphasis will be placed on associating workers, employers and policy-makers with academics, both to identify issues and contribute to policy formulation. External funding and networking will be sought, wherever possible, in accordance with the Governing Body's policy that the Institute should serve as a facility for the ILO and its constituents, rather than as an independent academic body or research consultancy service.

Major programme 140. Equality for Women

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
SPECIAL ADVISER ON WOMEN WORKERS' QUESTIONS	4/00	3/00	1,152,916	63,305	1,216,221	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	94,560	94,560	-	-	-	-	-
1998-99 TOTALS	**4/00**	**3/00**	**1,152,916**	**157,865**	**1,310,781**	**-**	**-**	**-**	**-**	**-**
1996-97 TOTALS	**2/00**	**2/00**	**699,508**	**171,505**	**871,013**	**-**	**-**	**-**	**-**	**-**

140.1. One of the important changes in the world of work in recent decades has been the increase in the number of women in paid employment and in income-generating activities. Since the 1980s, women have been providing the bulk of all new labour supply in most regions of the world, while male participation rates have been consistently falling. However, although women's employment has been growing, they still have higher unemployment rates than men and far outnumber men among the poor and the underemployed. Nor has the rise in employment opportunities for women been matched by an equivalent level of progress in their working conditions. Women are crowded into low-skilled, low-status, low-paid and atypical jobs under precarious forms of employment arrangements. Indeed, most of women's work remains unpaid, unrecognized and undervalued and the unequal division of family responsibilities continues to hinder women's employment and career opportunities.

140.2. The objective of this major programme is greater equality of opportunity and treatment between men and women in the world of work. With a view to achieving this objective, the Office of the Special Adviser on Women Workers' Questions provides overall guidance and coordination for ILO programmes and activities as they relate to equality between men and women. Specific ILO activities to follow up the Beijing Conference will focus on: creating productive employment for women and eradicating poverty; improving the working conditions and social protection of women; strengthening organizations and institutions that represent and support women; and promoting the more widespread application and ratification of international labour standards that are of particular relevance to women, including the Equal Remuneration Convention, 1951 (No. 100), and the Discrimination (Employment and Occupation) Convention, 1958 (No. 111). A major ILO contribution to the follow-up to the Fourth World Conference on Women will be the International Programme on More and Better Jobs for Women, of which a brief summary is given below.

140.3. The coordination activities of the Special Adviser will include participating in the design, monitoring and evaluation of ILO programmes and activities to promote the mainstreaming of gender equality issues in all ILO activities. Training courses will be organized for ILO staff and constituents, and workshops and regional and interregional seminars will be held to disseminate the experience acquired in addressing gender issues and mainstreaming gender concerns in economic and social policies and programmes. Advocacy will be carried out and promotional materials will be produced to raise awareness of gender-related issues. This work will be supported by a strengthening of the ILO's information dissemination capacity and the preparation of policy guidelines, best practice guides and training packages. The Special Adviser will also be responsible for representing the ILO at conferences and seminars on gender issues organized by institutions within and outside the United Nations system. Close relations will be maintained with other United Nations agencies, intergovernmental and non-governmental organizations, particularly with a view to collaborating in the implementation of the United Nations System-wide Medium-term Plan for the Advancement of Women (1996-2001).

140.4. The regular budget resources for this programme are proposed to be increased by two Professional work-years and one General Service work-year in order to ensure adequate ILO action to follow up the Beijing Conference. An amount of some $95,000 (which is some $24,000 less than the previous biennium) is included as RBTC resources, to be used for regional and international workshops and seminars, advocacy and other promotional activities.

International Programme on More and Better Jobs for Women

140.5. At its 265th (March 1996) Session, the Governing Body approved a proposal concerning the establishment of an International Programme on More and Better Jobs for Women. The programme will give a new impetus to the ILO's longstanding commitment to promote full, productive and remunerative employment in conditions of equality. In doing so, it will also contribute to the successful follow-up to the Fourth World Conference on Women and the World Summit for Social Development. The immediate objectives are: at the national level, to have enhanced national capacities and strengthened legal and institutional frameworks for improving the quantity and quality of

employment for women; and at the international level, to have sharpened global concern for women's employment issues and to have promoted a comprehensive and integrated approach to more and better jobs for women based on the systematic accumulation and dissemination of information and experiences between countries and regions.

140.6. The International Programme on More and Better Jobs for Women is global in scope because women's employment is a worldwide problem of concern to industrialized, developing and transition economies; and women's employment is central to the achievement of gender equality and critical poverty eradication and sustainable development. A distinguishing feature of the programme is that women's employment does not have to involve an "either or" situation: the programme emphasizes both the quantity and quality of jobs; and partnerships between women and men. It aims to demonstrate that it is possible to achieve an acceptable and feasible balance between more and better jobs; that more jobs for women does not have to mean less jobs for men, that "better" jobs can benefit both women and men; and that women's productive and remunerative employment helps families, societies and economies.

140.7. The programme will involve technical cooperation and policy-oriented and applied research implemented at:

- The national level:

  The programme will be demand driven, with countries developing their own action plans within the context of their follow-up to Beijing and Copenhagen. While the programme will be flexible and dynamic to take into account national priorities and concerns, the distinguishing feature will be its integrated and comprehensive approach. The ILO's long record of technical cooperation and research has shown that to ensure effective and sustainable impact, there should be national commitment and a range of mutually reinforcing or complementary components for: policy formulation and reform, action programmes or specially targeted interventions, improving the legislative framework and legal literacy, strengthening institutional structures and mechanisms, enhancing the participation of women in decision making, strengthening the information and database, and awareness raising and sensitization.

- The international level:

  The programme will support and complement national efforts through: the preparation and widespread dissemination of information and guidelines on policies, programmes and best practices for providing more and better jobs for women; promoting and facilitating the sharing of information and experiences among countries and regions; mobilizing and galvanizing political will and broad-based support for women's employment; and collaborating and coordinating with other international organizations.

Major Programme 145. Interdepartmental Activities

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
PROGRAMME FLEXIBILITY RESERVE	-	-	-	480,000	480,000	-	-	-	-	-
ILO SOCIAL FORUM	0/04	-	56,448	141,518	197,966	-	-	-	-	-
ENHANCING THE USEFULNESS TO CONSTITUENTS OF ILO DATABASES	1/02	0/05	245,368	714,632	960,000	-	-	-	-	-
1998-99 TOTALS	**1/06**	**0/05**	**301,816**	**1,336,150**	**1,637,966**	-	-	-	-	-
1996-97 TOTALS	**4/04**	**2/00**	**963,264**	**277,086**	**1,240,350**	-	-	-	-	-

145.1. In the Programme and Budget for the biennium 1996-97 this major programme consisted only of the Programme Flexibility Reserve, with resources amounting to some $1.24 million. Three activities of an interdepartmental nature are included for the biennium 1998-99, including the Reserve, at a reduced resource level of $480,000; provision for a major project to improve ILO databases, with resources amounting to $960,000; and provision for an ILO Social Forum, costed at some $198,000. The inclusion of these three activities leads to an increase of some $398,000 in the resource level for the major programme.

Programme Flexibility Reserve

145.2. It is proposed to retain this Reserve, with a reduced level of resources, amounting to $480,000. This reserve will cover several work items of a technical nature, which could include meetings, research leading to publication, information dissemination and public information activities, and technical advisory services. In the biennium 1998-99, one possible use of this Reserve, among others, is to finance research and other work which may be needed to support the discussions in the Working Party of the Governing Body on the Social Implications of Trade Liberalization.

145.3. Following the practice established in earlier biennia, proposals for expenditure from the Programme Flexibility Reserve will be submitted to the Programme, Financial and Administrative Committee of the Governing Body for approval, in accordance with article 15 of the Financial Regulations.

ILO Social Forum

145.4. In order to give further impetus to ILO action to promote fundamental workers' rights, it is envisaged to convene an ILO Social Forum in the course of the biennium 1998-99. This Forum would focus on the promotion of the observance of international labour standards concerning workers' rights by increased cooperation between all the actors in civil society, including particularly government agencies, employers' and workers' organizations. It is envisaged that non-governmental organizations and parliamentarians engaged in work relating to the promotion of human rights and social justice would also participate in the Forum. Discussions in the Forum would concern follow-up action by the ILO to the Declaration of the World Social Summit as regards the core ILO Conventions on freedom of association, forced labour, child labour and non-discrimination.

Enhancing the usefulness to constituents of ILO databases

145.5. There are five major flagship databases produced by the ILO for its constituents. They include CISDOC (occupational safety and health bibliographic information); LABORDOC (bibliographical information on labour and social issues); LABORSTA (global labour statistics); ILOLEX (ILO Conventions and Recommendations and freedom of association cases); NATLEX (national laws on labour and social topics). Four of them earn a substantial revenue for the ILO and the fifth (NATLEX) will soon be offered for sale. These databases are available in print or CD-ROM, via commercial on-line services and to a limited extent on the World Wide Web. Work is needed to improve the electronic versions of the databases.

145.6. In addition to earning revenue for the ILO these products are important to the image of the Organization. They suffer from limitations in terms of content and particularly in ease of access and use. Policies regarding their marketing and pricing need to be made more consistent.

145.7. The content of most of these databases needs revision to make them more user-friendly and more directly useful. The ability to "customize" the information in them to meet particular market needs is desirable. There is a need to improve the information in these databases, to add to it where it is relatively easy to do so, delete what is not of interest and make all this information available in a more attractive and user-friendly form than it is now. In order to determine clear specifications for the required editorial revision, it is intended to launch marketing studies in the current biennium. Among the first steps in this work, it is becoming essential to put LABORSTA onto a CD-ROM and give users direct access to hard data in this suite of databases, to provide full text access for some of the databases or for parts of them, and to add Spanish to some CISDOC products.

145.8. It is the presentation and accessibility of the data that is most in need of an overhaul. Different data management and interface softwares are outdated and user-unfriendly, requiring different techniques to be accessed. The user who wants information from several of these databases faces many obstacles. Unfriendliness of use is the most constant complaint of users. Ideally there would be a single point of entry to all of them so that a user inquiring about unemployment and wage rates, laws governing labour and safety and health hazards, in a particular country, would access this information with plain language queries, receive the information requested without realizing that several different databases provided this information.

145.9. The marketing and pricing of these products requires that the ILO should determine if it should market these products itself, or pay others to do so, or adopt some combination of these two alternatives taking account of the relevant marketing and economic criteria. It needs to be decided how to price these products: Who should receive them free? Who should pay for them? Should access to the information on the Web be fee-based?

145.10. The objective of this project is to ensure that information prepared by the ILO in relation to the core areas of its mandate is easy to access and easy to use. This objective will be achieved by activities to:

- improve and revise the content of the five databases in the light of what is known to need revising and the results of marketing studies;
- determine common interface standards so that access to all of these databases is through a single point of entry and in a friendly environment;
- determine marketing policies for electronic products; and
- increase revenues from these products.

145.11. In addition, by setting hardware and software standards this project will generate better information about the markets for ILO products and provide the standards and guidance for the development of other databases.

Major Programme 160. Personnel

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
160.1	DEPARTMENTAL MANAGEMENT	4/00	3/00	1,107,793	167,860	1,275,653
160.2	PERSONNEL PLANNING AND STAFF MOVEMENTS	16/00	25/00	5,983,504	188,000	6,171,504
160.3	PERSONNEL ADMINISTRATION	14/00	25/00	5,275,030	220,630	5,495,660
160.4	STAFF TRAINING AND HUMAN RE-SOURCES DEVELOPMENT	4/10	2/00	1,047,936	2,456,475	3,504,411
160.5	PERSONNEL INFORMATION MANAGE-MENT	4/00	10/06	1,987,936	670,000	2,657,936
1998-99	**TOTALS**					
	REGULAR BUDGET	42/10	65/06	15,402,199	3,702,965	19,105,164
	OTHER SOURCES	5/00	24/07	3,666,920	960,130	4,627,050
1996-97	**TOTALS**					
	REGULAR BUDGET	43/00	64/06	15,383,935	3,367,780	18,751,715
	OTHER SOURCES	6/06	31/08	4,909,536	943,162	5,852,698

160.1. The functions of this major programme consist of the planning, formulation and administration of personnel policies and procedures for the staff of the Office and technical cooperation project personnel. Within this context, the aims of the major programme are to ensure that: the Office and technical cooperation projects are staffed in a timely manner with the most competent officials possible, taking into account the need to achieve an appropriate geographical, age and sex distribution through recruitment decisions; staff members are provided with appropriate training opportunities to help them adjust to new methods of work and the new orientations of ILO programmes; the personnel practices and policies of the Office are fair and equitable, adhere to the standards and procedures set out in the Staff Regulations and are in accordance with agreements reached within the United Nations common system; personnel entitlements and benefits are managed and processed in accordance with the regulations in force; and ILO management, staff and constituents are kept informed of developments in personnel policies and practices.

160.2. A significant feature of the work to be undertaken during this biennium is the creation of a new programme to strengthen staff training activities within an integrated approach to human resources development that links training, career development, performance management and organizational development. The work of the major programme continues to involve: the prospection, selection, recruitment and placement of staff; personnel planning in the light of budgetary and organizational changes; the administration of rules and regulations governing terms and conditions of employment; the provision of advisory services to management and staff; the coordination of personnel policy with the United Nations common system; the conduct of staff-management relations, including consultations and negotiations with staff representatives and communication with the staff at large; the processing of the job classification and appeals systems; the administration of salaries, allowances and other entitlements; the provision of staff welfare and counselling services; and the development and administration of staff social security schemes, including health, retirement and group life plans.

160.3. Continued efforts to streamline activities and improve efficiency will be pursued in the processing of entitlements, applications for employment and contracts of employment. The former Technical cooperation personnel services programme has been merged with the Personnel planning and career development programme to form the Personnel planning and staff movements programme (160.2). Certain administrative and policy functions concerning technical cooperation personnel will henceforth be carried out by the Personnel administration programme (160.3), while most of the processing of short-term employment contracts for technical cooperation will be decentralized to field offices or technical departments.

160.4. The regular budget resources for this major programme have been increased by some $353,000 in comparison to the biennium 1996-97. Additional resources, amounting to $500,000, will be devoted to increasing staff training activities, as decided by the Governing Body in November 1995. This increase is offset by a decrease of some $147,000 following the decision of the Governing Body in November 1995 not to use the resources made available in the Programme and Budget for 1996-97 for child-care facilities for the children of delegates attending ILO meetings and conferences and for the children of ILO staff members. Under other sources of financing, there has been a reduction of some $1,225,000, of which some $940,000 has been saved from the technical cooperation personnel services subprogramme as a result of the integration of these services into the Personnel planning and staff movements programme and the

reduced workload due to the trend towards the use of short-term staff and national experts.

160.1. Departmental management

160.5. Provision is made under this programme for the director of department, the staff counsellor and secretariat, clerical assistance and staff travel. An amount of $72,730 is provided to cover the ILO contribution to the United Nations Joint Housing Service in Geneva, and provision of $40,130 is made for staff welfare and social and recreational activities. Resources are also included for high-level external expertise to assist in policy development.

160.2. Personnel planning and staff movements

160.6. The objective of this programme is to ensure that staff of the highest standards of professional competence, efficiency and integrity are made available to the ILO and its constituents.

Staff prospection and recruitment

160.7. Continuing emphasis will be placed on the prospection and recruitment of staff of the highest competence and integrity, as well as on improving the distribution of staff in terms of age, sex and geographical origin. Resources are provided for prospection and interviews, and for streamlining the processing of applications and interviewing. The work of this subprogramme also includes prospection activities for technical cooperation personnel. A provision of some $83,000 is made for medical examinations of candidates selected for recruitment.

Administration of staff movements

160.8. The function of this subprogramme is to administer staff movements and provide related advisory services. The activities of the subprogramme include: servicing the Selection Board; undertaking staff planning reviews with line managers; monitoring the mobility procedures and policy; briefing new staff members; administering and monitoring all short- and fixed-term contracts, and contracts without limit of time; determining contractual and other administrative entitlements arising from employment offers; making arrangements for staff members leaving the service of the Organization; applying the Staff Regulations and Short-Term Rules; advising on the handling of grievances and cases of conflicts or poor conduct; and administering increment schemes. A provision of some $272,000 is included to finance the partial replacement of officials who become entitled to maternity leave.

Classification and performance appraisal

160.9. The function of this subprogramme is to administer job classification procedures and the performance appraisal reports system. The work of the subprogramme includes; the grading of Professional job vacancies worldwide and General Service job vacancies at headquarters, as well as providing support for grading in smaller regional offices and branch offices; advising management at headquarters and in the field on job design; assisting in the formulation of job descriptions; servicing grading appeals committees; servicing the Reports Board; and processing performance appraisal reports for staff at headquarters and in the field. External expertise will continue to be required to handle workload peaks associated with reorganizations and the related classification work.

Technical cooperation personnel services

160.10. This subprogramme, which is totally financed from Programme Support Income, covers the personnel services relating to technical cooperation project implementation, including: contract management, briefing and placement; and the separation, debriefing and repatriation of experts and associate experts. Activities also include the provision of policy advice on the recruitment and service conditions of national experts and the monitoring and administration of the safety and security of ILO field personnel in close collaboration with the UN Security Coordinator, New York. During the biennium 1998-99, the functions of this subprogramme will continue to change because of the increasing role of governments in project execution and the emergence of new forms of technical cooperation projects with a large proportion of short-term staff and national experts, for whom the personnel administration functions will be handled increasingly by field offices.

160.3. Personnel administration

160.11. This programme is responsible for the formulation and implementation of policies relating to staff emoluments, entitlements and benefits and for ensuring that they are consistent with the rules and regulations of the ILO and the United Nations common system. The objectives of this programme are the provision of salaries, entitlements and benefits in an efficient and timely manner, including the introduction of streamlined procedures when feasible, in accordance with established rules and regulations; and the maintenance of good staff-management relations, particularly through consultations and negotiations with staff representatives, communications with management and staff, and the provision of effective internal grievance and appeals mechanisms.

Staff relations and regulations

160.12. The functions of this subprogramme are to: implement and review existing personnel policies and procedures; ensure equitable treatment of all staff; maintain good staff-management relations; and maintain communication with the staff at large. Assistance is provided to line managers at headquarters and in the field, including technical cooperation managers, and to individual staff members concerning the implementation of new policies, rules and procedures through the publication of rules, memoranda and newsletters, the revision of the relevant chapters of the External Offices Manual

and the organization of briefing programmes. The work of the subprogramme includes administering internal grievance appeals procedures for regular staff and technical cooperation personnel and servicing the Administrative Committee.

Entitlements, salaries and pensions

160.13. The functions of this subprogramme are to: provide advice and assistance to personnel officers and programme managers on matters concerning entitlements, salaries and pensions; monitor the correct application of the appropriate rules and procedures; administer the salary and allowances systems for all staff; and administer a series of statutory entitlements and allowances, including family allowances, education grants, scholastic travel grants and rental subsidies. The work of the subprogramme includes the provision of information to staff in response to inquiries concerning post adjustment, allowances and salary rates and on related matters arising out of the mobility policy. The subprogramme is also responsible for representing the ILO in the International Civil Service Commission and the Consultative Committee on Administrative Questions and in meetings of the Geneva-based organizations, with a view to developing common approaches on matters of local concern relating to salaries and entitlements, as well as developing specific ILO policies in these areas, as necessary.

160.14. The subprogramme also covers the administration of the pensions and related schemes established for ILO staff, and the servicing of the administrative bodies responsible for these schemes. These include the United Nations Joint Staff Pension Fund (UNJSPF), the ILO Staff Pensions Fund and the Special Payments Fund, as well as the health insurance and loss of earnings scheme for short-term officials. The non-staff costs cover travel to inter-agency meetings, including the participation of members of the UNJSPF Board representing the Governing Body, the ILO Staff Union and administration, and the costs incurred for meetings of the ILO Pensions Committee and the Administrative Board of the ILO Staff Pensions Fund. Provision is also made for external help at peak periods.

Health insurance

160.15. This subprogramme covers all operations related to the establishment of entitlements and the computation and award of benefits under the ILO/ITU Staff Health Insurance Fund (SHIF). In addition, the work of the subprogramme includes: servicing the Management Committee and the Standing Subcommittee of SHIF; dealing with special cases which require exceptions to SHIF Regulations; and, where appropriate, undertaking negotiations with commercial insurers.

160.16. Due to the rapidly increasing cost of health care, which continues to be a cause of concern to health insurers throughout the world, the ILO/ITU Staff Health Insurance Fund (SHIF) has experienced significant cost increases over recent years. Tighter control of income and expenditure will therefore be exercised and the programme of negotiations with medical care providers will be pursued, with a view to containing costs and avoiding rises in contributions. These measures will continue to be developed in cooperation with other Geneva-based organizations, with which the joint computerization project was implemented in early 1997 to provide information for cost containment and to make administration of the Fund more efficient.

Compensation

160.17. The activities of the subprogramme include: the determination of entitlements under Annex II of the Staff Regulations and related provisions governing compensation in respect of service-incurred illness, injury or death; the administration of the personal accident insurance policy for staff members; the management of a comprehensive insurance policy for national experts; and the administration of the staff life and disability insurance scheme.

160.4. Staff training and human resources development

160.18. The new challenges facing the ILO and the continuing adaptations required of the staff make it essential to strengthen staff training and retraining in the context of a more integrated approach to career development, with a view to facilitating mobility and improving the quality of the services provided to constituents. The objective of this programme is a substantive and lasting change in human resources development in the Office through the adoption of a comprehensive approach to personnel management focusing on staff training (including management training), job classification and performance management. A total of $2.4 million is made available under this programme for staff training. Representatives of the staff will be fully consulted and line managers will be actively involved in the implementation of activities. This programme has initially been established for a two-year period using resources and covering some work drawn from other programmes in order to provide the necessary impetus and concerted attention to achieve the required changes.

160.5. Personnel information management

160.19. The function of this programme is to provide personnel information to the internal and external sources that require it. The work of the programme consists largely of the development and implementation of the Personnel Information and Payroll System (PERSIS) and the administration of the Office's manual and computerized personnel information records.

Personnel Information and Payroll System (PERSIS)

160.20. The continuing introduction of the PERSIS system will substantially improve the efficiency and effectiveness of the ILO's personnel and payroll management and administration through the use of modern computer technology. Two modules of PERSIS

were introduced in previous biennia, namely the personnel administration module and the entitlements module. The payroll module of PERSIS will become fully operational in 1998, thereby completing the introduction of PERSIS at headquarters. The payroll module will permit a high degree of payroll automation, including an on-line inquiry capability, updating and complete automatic retroactivity. The last major element of the PERSIS project is the access to PERSIS by field offices, which will be completed during the biennium. This will permit significant economies in the work of administering field personnel and will vastly improve personnel information flow and reporting to and from the field. In support of the PERSIS system, the work of the subprogramme covers the analysis of new software enhancements, their introduction and the loading and maintenance of the database. A help desk is operated to support PERSIS users and user training/documentation is provided as required. The subprogramme is also responsible for the support and development of the major programme's local area network (LAN).

Personnel records

160.21. This subprogramme is responsible for: the maintenance of all computerized and manual records kept at headquarters on ILO staff worldwide; the entry of salary, entitlements and other reference data in PERSIS; the maintenance of the computer records of field staff until the implementation of PERSIS in the field; and the updating, distribution and security of all personnel and candidate files maintained in Geneva.

Major programme 170. Financial Services

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
170.1	TREASURER AND FINANCIAL COMPTROLLER	2/00	2/00	739,756	12,030	751,786
170.2	BUDGET AND FINANCE	18/00	55/03	9,819,928	333,520	10,153,448
170.3	TREASURY AND ACCOUNTS	10/00	18/04	3,814,750	223,930	4,038,680
1998-99 TOTALS						
	REGULAR BUDGET	30/00	75/07	14,374,434	569,480	14,943,914
	OTHER SOURCES	2/00	19/02	2,537,488	56,478	2,593,966
1996-97 TOTALS						
	REGULAR BUDGET	28/00	81/04	14,885,616	520,769	15,406,385
	OTHER SOURCES	4/00	19/08	2,933,536	54,055	2,987,591

170.1. The principal function of this major programme is the provision of continuing financial and related services in accordance with the requirements of the Financial Regulations of the Organization and Financial Rules of the Office. More specifically, this includes the formulation of financial and budgetary policy, as well as financial management of both headquarters and field operations.

170.2. A key responsibility of this major programme is the preparation of documents on financial matters for the Governing Body and the Conference and their committees (in particular, the Programme, Financial and Administrative Committee, including meetings of Government members on allocations matters and the Finance Committee of Government Representatives of the Conference) and the servicing of these committees. Other major tasks include dealing with the financial aspects of the preparation of the Programme and Budget, preparing the financial report and financial statements for submission through the External Auditor to the Governing Body and the Conference, establishing the financial policies and procedures of the ILO and monitoring financial responsibilities decentralized to the field and headquarters departments.

170.3. The major objectives in the biennium 1998-99 will be to perform the continuing financial services as efficiently as possible whilst maintaining acceptable standards of quality and security; contribute to increased efficiency throughout the Office and to seek the best possible protection for the Organization's current financing and assets, including the amounts entrusted to it by UNDP, multi-bilateral and other donors of technical cooperation funds and research grants. A further objective will be the consolidation and strengthening of the decentralization of budgetary and financial responsibilities to the external offices and departments at headquarters, including the related training and updating of relevant instruction manuals.

170.4. The central budgetary/accounting system and the general ledger system currently in use will be 21 and 12 years old respectively by the end of the 1998-99 biennium and will inevitably have to be replaced. These systems are cumbersome and expensive to maintain and even after numerous modifications it has proved difficult to improve their efficiency (e.g. eliminate duplication of data entry) and make them more user-friendly and compatible with a vastly changed and more sophisticated information technology environment. To support and ensure the full benefits of streamlining and simplification of financial and administrative procedures, it will be necessary to develop integrated financial, administrative and personnel systems. The need to introduce new systems that fully meet the requirements of the Office is becoming increasingly urgent. Even though this will require a significant investment of several millions of dollars which may be difficult to set aside in one biennium in view of the constraints of zero growth, it will be important to take the preliminary steps within the 1998-99 biennium. A first step prior to a major investment in systems design is a thorough review of the underlying budgetary, financial and administrative procedures to determine the optimum approach. Such a review would in particular focus on the procedures followed in the implementation of technical cooperation activities. Inter alia, the study would seek to identify those processes which are the most cumbersome and costly in order to seek simplifications while at the same time maintaining essential controls. This would also enable the Office to offer more effective services in a highly competitive environment. A second step will be to determine the user requirements. This will permit the Office to better evaluate the relative advantages of adapting to ILO requirements the financial module of the United Nations Integrated Management Information System (IMIS), which should then be fully operational, or using a commercial package.

170.5. The resources proposed for this major programme for the biennium 1998-99 show a decrease of some $462,000 in real terms compared with the 1996-97 biennium. The Programme Support Income to be made available to this major programme also shows a decrease of some $394,000 compared with 1996-97. The continuing reduction in resources is due to the further transfer of financial functions to the field and

efficiency improvements stemming from the limited modernization of existing financial computer systems (financed in part from the 1992-93 cash surplus) and through more widespread implementation of decentralized arrangements regarding the establishment of obligations.

170.1. Treasurer and Financial Comptroller

170.6. Provision is made under this programme for the Treasurer and Financial Comptroller, secretarial support and mission travel.

170.2. Budget and finance

170.7. The purpose of this programme is to direct and perform budgetary and payment operations related to the regular budget and to other funds managed by the ILO, including those for externally financed technical cooperation projects. Its main functions are:

(a) formulating financial and budgetary policy, including reviewing financial regulations, rules and directives and preparing relevant documents for consideration by ILO bodies;

(b) preparing expenditure and related estimates for the regular programme and preparing and reviewing budgets and expenditure forecasts for programmes financed from extra-budgetary resources;

(c) negotiating the financial aspects of agreements with donors of extra-budgetary resources;

(d) recording regular budget allocations, extra-budgetary allocations established at headquarters and expenditure; monitoring allocations, obligations and expenditure for headquarters, external offices and field projects;

(e) examining and approving requests for payments; performing financial operations relating to fellowships and seminars, and preparing and managing payrolls;

(f) providing management and policy-making bodies with financial analyses and reports relating to the financial and budgetary aspects of regular budget and extra-budgetary programmes, including the budgetary implications of cost and exchange rate changes;

(g) maintaining the accounting records related to the functions listed above;

(h) developing and reviewing accounting policies, standards and systems related to the above work both at headquarters and in the field;

(i) preparing and updating manuals, circulars and other instructions on financial matters.

(j) participating in UN inter-agency coordination bodies and the regular ILO submissions to UN intergovernmental bodies, including ACABQ and ACC; and

(k) servicing the Governing Body's Programme, Financial and Administrative Committee (including meetings of Government members on allocations matters) and the Finance Committee of Government Representatives of the Conference.

170.8. Following the decentralization of a range of financial and budgetary functions to headquarters and external offices, this programme will have the responsibility, inter alia, of training officials and monitoring the implementation and application of the decentralized responsibilities.

170.3. Treasury and accounts

170.9. The overall objectives of this programme in 1998-99 will continue to be to protect and strengthen the bases of financing the Organization's activities and to provide efficient and comprehensive financial accounting and reporting for these activities. These overall objectives will be met through the:

(a) timely collection of member States' assessed contributions and the Organization's other income;

(b) development and introduction of effective treasury and investment management and disbursement policies and procedures, both at headquarters and in the field;

(c) maintenance of income, expenditure and other general ledger accounts for all funds in the custody of the Director-General;

(d) preparation of interim and final financial statements and reports, as well as the preparation of analyses, forecasts and studies for the relevant policy-making and management bodies;

(e) processing of field accounts for the New York Liaison Office and Washington Branch Office and monitoring field accounting work carried out under decentralized arrangements for major programmes 250 (Africa), 265 (Arab States), 260 (Americas), 270 (Asia and the Pacific), and 280 (Europe); and

(f) developing and reviewing accounting policies, standards and systems related to the above work, both at headquarters and in the field.

170.10. In the biennium 1998-99, this programme will seek to further computerize and rationalize its banking operations. In the light of the changed relationships resulting from the decentralization of functions to the field, a major study on existing procedures will also be carried out. The aim of this study will be to examine all procedures with a view to simplifying these while at the same time maintaining controls. It will focus inter alia on the cost benefit of controls, the need for clear procedures, the preparation and maintenance of comprehensive manuals, and need for integrated systems.

Major programme 175. Internal Administration

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
BUILDING	2/00	32/00	4,009,728	9,018,090	13,027,818	-	-	-	-	-
INTERNAL AND SECURITY SERVICES	-	74/00	9,745,023	2,882,000	12,627,023	-	-	-	-	-
TRAVEL SERVICES	-	6/00	688,320	-	688,320	-	-	-	-	-
OFFICE PURCHASING AND SUPPLY	2/00	20/00	2,633,088	3,544,690	6,177,778	-	-	-	-	-
TECHNICAL COOPERATION EQUIPMENT PROCUREMENT AND SUBCONTRACTING	-	-	-	-	-	6/00	1/00	1,130,784	12,690	1,143,474
RECORDS MANAGEMENT AND COMMUNICATIONS	4/00	44/00	5,725,056	2,577,745	8,302,801	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	6/00	6/00	2,006,384	503,971	2,510,355	2/00	-	338,688	-	338,688
1998-99 TOTALS	**14/00**	**182/00**	**24,807,599**	**18,526,496**	**43,334,095**	**8/00**	**1/00**	**1,469,472**	**12,690**	**1,482,162**
1996-97 TOTALS	**20/00**	**194/00**	**27,315,060**	**19,293,280**	**46,608,340**	**5/06**	**10/00**	**2,078,592**	**14,116**	**2,092,708**

175.1. The function of this major programme is to provide central administrative services, with a view to ensuring satisfactory working conditions for the Office and administering the headquarters building and the Organization's other property effectively and economically. The quality of the logistic and administrative services provided by this major programme is a determining factor in the productivity of the Office as a whole and affects the working conditions of the staff, as well as the physical security of all those using the ILO headquarters building. The responsibilities of the major programme currently cover the following functions at headquarters, as well as policy guidance in respect of parallel activities decentralized to the field:

(a) operation and maintenance of the headquarters building, including the management of contracts for the maintenance and repair of technical installations for the provision of heating and air-conditioning, as well as the operation of the building management system;

(b) management of contracted Office services, including security, headquarters catering and cleaning;

(c) arranging official travel and related documentation and shipments and overseeing the ILO's in-house travel agent's activities;

(d) procurement, supply and inventory of furniture, fixtures, stationery and other supplies for headquarters and external offices, as well as equipment procurement and subcontracting for technical cooperation projects;

(e) management of headquarters and field office telephone systems, as well as correspondence and maintenance of the relevant files and records, including archives; and

(f) contracting for and administration of insurance, supervision of ILO field office premises and liaison with local authorities.

175.2. There is a net decrease of some $3.3 million in real terms in the level of resources proposed for this major programme in comparison with the biennium 1996-97. Continuous efforts to rationalize and streamline the services provided have achieved a net reduction of 6/00 Professional work-years and 12/00 General Service work-years, and some $882,000 in other costs.

Building

175.3. This subprogramme covers the running costs of the headquarters building. With the ageing of the ILO headquarters building, maintenance operations for its upkeep demand greater attention. A continuing programme of preventive maintenance is required in order to avoid deterioration, which would imply costly repairs in the future. The unit responsible for these operations comprises a team of technical support staff which, inter alia, supervises the work undertaken by outside contractors for the maintenance of the building. Overall, there is a reduction of 2/00 Professional work-years and some $440,000 under non-staff costs under the Building subprogramme resulting from the revision of maintenance contracts and a reduction in specific operational work. The table overleaf sets out the resources required for general operating costs.

Internal and security services

175.4. This subprogramme covers: internal mail distribution, Office vehicles and drivers, services related to the provision of meeting rooms, the cleaning of the building, security, the scheduling of tours of the building by visitors, fire and general safety measures, and the adaptation of office space to meet changing requirements.

	1996-97 US dollars	1998-99 US dollars
Current upkeep	776 910	956 030
Spare parts	373 075	362 070
Supplies and material	522 290	396 550
Maintenance contracts	3 753 985	3 497 410
Specific maintenance work	761 240	439 650
Utilities (water, electricity, fuel oil)	3 268 750	3 366 380
Total	9 456 250	9 018 090

175.5. The 37 positions for which provision is made under this subprogramme include guards for the security control centre, night security, fire detection and parking duties, as well as messengers, drivers and receptionists and the officials responsible for the administration of meeting rooms and offices. A reduction of 2/00 Professional and 6/00 General Service work-years has been achieved by streamlining the services provided under this subprogramme.

Travel services

175.6. With the assistance of the designated in-house travel agent, arrangements for the authorized travel of officials, experts, Governing Body members and participants at ILO meetings are made under this subprogramme. The subprogramme also covers the transport of household and personal effects resulting from the recruitment, transfer and repatriation of officials and experts, as well as customs clearance and related matters.

Office purchasing and supply

175.7. The functions of this subprogramme include the purchase, storage, distribution and maintenance of office furniture, equipment, stationery and other goods and supplies, as well as the management of the inventory system. The subprogramme is also responsible for non-expendable equipment in external offices and the provision of the equipment required at meetings outside Geneva. Computerized procedures for the procurement of supplies and equipment, developed over recent years, ensure that stock levels are efficiently maintained. The non-staff resources of some $3.5 million for this subprogramme include an allocation for the renewal of office furniture. The subprogramme's resources, other than staff costs, are as shown above.

	1996-97 US dollars	1998-99 US dollars
General operating expenses		
Freight and cartage	75 450	55 000
Rental and maintenance of equipment and motor vehicles	1 056 250	886 500
Miscellaneous services and supplies (laundry, uniforms, overalls, etc.)	205 800	142 190
Subtotal	1 337 500	1 083 690
Supplies and materials		
Stationery and office supplies	860 000	730 000
Acquisition of furniture and equipment	814 530	891 000
Expendable computer supplies	675 000	610 000
Computer hardware and software, including software licence fees	230 000	230 000
Subtotal	2 579 530	2 461 000
Total	*3 917 030*	*3 544 690*

Technical cooperation equipment procurement and subcontracting

175.8. The objective of this subprogramme is the cost-effective procurement and delivery of equipment and subcontracted services in support of the ILO's technical cooperation programme, in accordance with the ILO's Financial Rules and procurement guidelines. The activities covered by the subprogramme include participation in the Inter-Agency Procurement Services Office (IAPSO) in order to ensure that ILO procedures and guidelines are consistent with United Nations procurement policies and practices. Close cooperation is maintained with the Turin Centre in order to assist in conducting training courses in equipment procurement management. This subprogramme is financed entirely from Programme Support Income.

Records management and communications

175.9. This subprogramme covers telephone, cable, facsimile, telex; the dispatch of outgoing mail through the post or by diplomatic pouch; the sorting, registering, indexing and routing of incoming mail, cables and telexes; and the maintenance of central filing and ILO archives. A reduction of 2/00 Professional and 4/00 General Service work-years has been achieved through the rationalization of operations.

Programme management and support

175.10. In addition to programme management, this subprogramme is also responsible for making the necessary arrangements with the United Nations and the Swiss authorities for the holding of the International Labour Conference. The reduction of 2/00 General Service work-years is a result of the absorption of the insurance administration function by the Travel services subprogramme.

Major programme 180. Publications

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
INTERNATIONAL LABOUR REVIEW	12/00	4/00	2,546,008	316,000	2,862,008	-	-	-	-	-
EDITORIAL DEVELOPMENT AND MANAGEMENT	6/00	2/00	1,295,504	320,000	1,615,504	-	-	-	-	-
BOOK PRODUCTION, MARKETING, AND SALES ADMINISTRATION	4/00	1/00	792,096	600,000	1,392,096	2/00	37/00	3,507,745	1,632,500	5,140,245
PROGRAMME MANAGEMENT AND SUPPORT	2/00	7/00	1,141,728	258,000	1,399,728	-	-	-	-	-
1998-99 TOTALS	**24/00**	**14/00**	**5,775,336**	**1,494,000**	**7,269,336**	**2/00**	**37/00**	**3,507,745**	**1,632,500**	**5,140,245**
1996-97 TOTALS	**31/00**	**19/00**	**7,607,521**	**1,630,819**	**9,238,340**	**2/00**	**48/06**	**3,466,936**	**1,487,300**	**4,954,236**

180.1. The objective of all ILO publications is to reinforce the reputation of the Organization as a centre for excellence and point of reference on issues related to labour and employment. In order to achieve this objective, the resources of this major programme will be focused on the preparation of books and serial publications that are judged to be highly relevant to important policy debates on issues affecting employment and the social partners. Emphasis will continue to be placed on ensuring that editorial, production and marketing practices are consistent with the standards of the publishing industry for the various types of book and reference materials produced by the Office.

180.2. In comparison with the biennium 1996-97, the regular budget resources for this major programme have been reduced by some $1,969,000. Most of these savings are a direct result of the decisions made by the Governing Body in November 1995; namely the reorganization of the documents and publication services, resulting in a saving of $660,000; savings of $703,000 under the *World Labour Report;* and savings of some $300,000 from printing credits. A further reduction of $228,000 has been made in the *International Labour Review* by changing its periodicity. In addition, following the internal restructuring of the publication services and in anticipation of the increase in the income of the Publications Revolving Fund, a further saving of some $78,000 can be made in non-staff costs. The above savings have resulted in a total reduction in the staffing level of the major programme by 7/00 Professional and 5/00 General Service work-years.

180.3. In addition to the regular budget resources, it is expected that a total of $6.1 million will be made available to the major programme in 1998-99 from the Publications Revolving Fund (see end of chapter). Over $2 million of the projected income from publications in 1998-99 is related to sales of the printed and CD-ROM versions of the Fourth edition of the *Encyclopaedia of Occupational Health and Safety*.

International Labour Review

180.4. The *International Labour Review* disseminates the results of original research and policy analysis by experts in different disciplines, expressing their reasoned views on questions concerning human and labour rights, discrimination, employment and social protection. In addition, it presents perspectives on current and emerging issues in labour and employment policy, labour-management relations, working conditions, labour law and judicial decisions. It contributes to a wider understanding of labour and employment issues and an informed national and international debate on social and economic policy.

180.5. To increase its impact and broaden its audience, greater use will be made of electronic means of promoting the *Review* and disseminating leading articles, both directly and in collaboration with other publishers of electronic materials. In order to guarantee its timely publication and reduce costs, the *Review* will become a quarterly publication.

Editorial development and management

180.6. The work of this subprogramme will be focused on book projects that contribute to the increased visibility of the Office. The introduction of the editorial development function will be reflected in the types and quality of manuscripts published during the biennium 1998-99. Editorial development consists of r iding early support to author units in the process c eloping manuscripts and is closely related to the process of reviewing and selecting publications.

180.7. Between 40 and 60 policy studies and departmental monographs that are considered to be relevant to issues of core concern to the ILO will be produced. Most ILO books can be published only in the language in which they have been written, unless project funding is available for other language versions, as in the case of workers' education manuals and ILO policy studies. However, the possibility of translating titles that can command a sizeable audience if made available locally in one or several other language editions will be explored through external publishers.

Book production, marketing and sales administration

180.8. Provision is made under this subprogramme for the functions required to turn a finished manuscript into a printed book available to readers worldwide. These functions include book production, marketing and sales administration. The subprogramme is responsible for administering the printing budget for the 40 to 60 titles that will be produced as ILO publications. Opportunities to outsource the design, composition, printing and binding of monographs and educational or training materials will be explored in order to lower production costs so that ILO books can be sold at prices that are affordable in developing countries and in transition economies. Continued emphasis will also be placed on the electronic dissemination of books and articles, including the development of a sales capability via the Internet to provide more immediate service to customers and constituents.

180.9. The marketing operations of the subprogramme will focus on strengthening activities related to promotion, sales, customer service and order processing. Targeted promotional information will be provided to interested readers and cost effectiveness of direct mail efforts will be increased. A series of publicity campaigns to increase the visibility of the ILO and its principal publications in the policy-making, academic and library communities will also be undertaken in collaboration with major programme 235 (Public information). Marketing work will be carried out in close collaboration with the field structure to promote publications that are of particular relevance in the regions. Promotional materials will be provided for use in conferences and for direct mail to training centres and libraries, as well as to the academic community. Marketing operations will result in a revenue increase in the biennium 1998-99 of $2.3 million, which is 48 per cent higher than in the biennium 1996-97; this anticipated increase is mainly due to the sales of the *Encyclopaedia of Occupational Health and Safety*.

180.10. Sales administration activities will include the development and management of the new financial reporting system, which will cover title accounting, sales, inventory and customer database systems in headquarters and field offices.

Programme management and support

180.11. Provision is made under this subprogramme for departmental management and the administration of rights and permissions. Work in relation to rights and permissions involves promoting and negotiating agreements covering translations, reprints, reproductions and other uses for which external publishers and institutions throughout the world are granted subsidiary rights, and the administration of all licensed ILO copyright material. It is foreseen that during the biennium some 140 translations will be negotiated and administered and some 60 reprint agreements concluded to broaden the dissemination of ILO books and training materials through low-cost editions. Increased emphasis will be placed on the translation of ILO materials into the languages of Eastern and Central Europe.

Publications Revolving Fund (US$)

	1996-97 (Revised estimates)	1998-99 (Estimates)
Funds brought forward from previous period	**476 000**	**2 470**
Estimated income from sales revenue and royalties:		
Sales and royalties of books and periodicals	3 150 000	4 425 000
Encyclopaedia OHS	1 265 000	2 190 000
Sales audiovisual material	315 000	380 000
Total income	**4 730 000**	**6 995 000**
Income reserved for special projects related to Encyclopaedia[1]	(316 250)	(510 500)
Total funds available	**4 889 750**	**6 486 970**
Estimated expenditures:		
Headquarters marketing and sales staff[2]	2 134 250	2 543 000
Promotion and publicity	397 400	429 500
Reprinting publications	70 000	78 000
Production audiovisual material	440 000	486 000
Translation subsidies	30 000	33 000
Postage and distribution	100 000	100 000
Computerization project and equipment	117 800	41 000
Sales staff in external offices[2]	927 830	966 745
Promotion and publicity in external offices	256 000	283 000
Marketing Encyclopaedia OHS	414 000	180 000
Total expenditure	**4 887 280**	**5 140 245**
Funds to be carried forward	**2 470**	**1 346 725**

[1] To assist with updating of CD-ROM version and other projects related to the *Encyclopaedia of Occupational Health and Safety*. [2] The estimates for sales staff are calculated at actual cost.

Major Programme 185. Information Technology and Communications

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
APPLICATIONS DEVELOPMENT AND MAINTENANCE	18/00	4/00	3,507,072	-	3,507,072	-	-	-	-	-
USER SUPPORT SERVICES	15/00	10/00	3,687,360	-	3,687,360	-	-	-	-	-
COMPUTER OPERATIONS AND TECHNICAL SERVICES	10/00	10/00	2,840,640	-	2,840,640	-	-	-	-	-
DATABASE ADMINISTRATION	3/00	2/00	737,472	-	737,472	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	972,568	3,472,250	4,444,818	-	-	-	318,260	318,260
1998-99 TOTALS	**48/00**	**30/00**	**11,745,112**	**3,472,250**	**15,217,362**	-	-	-	**318,260**	**318,260**
1996-97 TOTALS	**48/00**	**30/00**	**11,833,737**	**3,718,535**	**15,552,272**	**1/00**	**2/00**	**398,784**	**90,856**	**489,640**

185.1. The Organization relies heavily on Information Technology (IT) to support all its major technical, administrative and financial functions. A variety of computing platforms are used depending on the application: mainframes and mini-computers at the Office, mainframes at the United Nations International Computing Centre (ICC), powerful personal computers (PCs) as centralized and departmental servers, UNIX-based servers, and desktop PC workstations throughout the Organization. The Information technology and communications major programme (ITCOM) provides the support infrastructure to enable the ILO to use computer technology to perform its mission; through ITCOM's support to other departments, member States will continue to receive better information in a timely fashion. Now, more than ever, the Organization needs access to the best technologies to provide and improve its services to member States and constituents, implement its reforms, increase its productivity and lower its operating costs.

185.2. This major programme, formerly called Computer services, has undergone a major reorientation of its functions in line with changes common to other organizations' central data-processing facilities. The responsibility for the development and maintenance of computer applications will devolve to departments in Geneva and in the regions. For this purpose, a total of 11 Professional work-years, 2 General Service work-years and $74,000 in non-staff costs will be dedicated to applications development in five headquarters departments. Although these resources will be put at the disposition of departments, they continue to be shown under this major programme. Its functions will include the planning, coordination and standard-setting for the use of IT and computer communications for the ILO. It will be responsible for the Office-wide Enterprise Network, standard E-mail software and all aspects of Internet connectivity. It will provide user support to departments and undertake analyses and provide guidance to facilitate decisions by departments on information technology. It will maintain the ILO's mainframe computers and be responsible for ensuring optimal use of the facilities of the International Computing Centre. By decentralizing applications development and consolidating computer networking, the reorganized ITCOM is now charged with a mission which will be more focused on information technology.

185.3. While this major programme will no longer be involved in the day-to-day development and maintenance of computer-based applications, it will take on a larger role in standardization (the establishment and enforcement of computing standards), the evaluation and introduction of new technology, and the coordination of databases and application development to guard against costly duplication. ITCOM's overriding concern will be to implement technologies which will enable the Organization to effectively accomplish its mission, to change its methods of working, and to achieve economies of scale. ITCOM's guidance to perform its mission will come from several quarters: (1) the Information Technology Strategy 1992-96 document which will be revised and reissued to take into consideration recent advances in technology and the changing needs of the Organization; (2) the Information Technology Advisory Committee, which will provide guidance on priorities; and (3) regular dialogue with in-house users.

185.4. The biennium 1994-95 witnessed an explosive growth in Local Area Networking (LAN). By the end of 1996, every official at headquarters will have access to E-mail, Internet, standard applications and documentation through the desktop PC. Special attention is being paid to ensure that all offices in the field have computer networks and can communicate with Geneva and the Internet. In the biennium 1998-99 the fully networked ILO will enable field offices and the multidisciplinary advisory teams to have full access to the electronic information in headquarters and vice

versa, which will provide improved support for the implementation of the active partnership policy.

185.5. It is expected that 1996-1997 will witness the full exploitation of the Internet and the initial development of the Intranet, i.e. a local Internet for use only within the Organization. ILO has adopted the popular World Wide Web (WWW) technology under the guidance of the Bureau of Programming and Management and with the technical support of ITCOM: starting in March 1996, the ILO made its presence known on the Internet through the creation of hundreds of Web pages. A major effort is being made to publish as many documents as possible online so that member States and the Organization's constituents can access them easily. Following extensive development throughout the Organization, the full benefit of the Intranet will be realized in the biennium 1998-99. Officials will have easy and quick access, through the familiar Web interface, to the most up-to-date information previously available only in hard copy or in limited electronic form: staff listings, staff and health insurance regulations, official circulars, bulletin board of current events and announcements, etc. In addition, much informal information which was not previously published will be available through the Intranet. The internal Web will also be used for electronic group discussions and other collaborative tasks. The widespread availability of E-mail and access to the Intranet will improve communications, increase productivity, and greatly reduce the amount of printed material circulated internally; via the Intranet, staff will be better informed of what is going on in all areas of the ILO.

185.6. In the biennium 1998-99 multimedia applications will likely be used for training and educational purposes. Among such applications is video-conferencing which could prove to be extremely useful as a substitute for frequent and costly small group meetings that involve travel. Because of their nature, multimedia applications place a heavy stress on both the LAN and the WAN (Wide Area Network); the current existing network infrastructure will have to be upgraded to handle the higher transmission speeds that are vital for the use of multimedia across networks.

185.7. While the acquisition and implementation of new technologies are manageable tasks, the investment needed for the education and training of users to use the new tools is often underestimated. An adequate level of training for staff of ITCOM and departments must be available as and when it is needed. ITCOM will continue to encourage the growth of local technical expertise at the departmental level, which will create a limited decentralization of user support. With over 1,000 users on the network in Geneva, and almost as many in the field, the number of requests for assistance and problems reported to the HelpDesk will naturally increase; ITCOM will design and implement new tools to provide adequate support for users. Through the Intranet, ITCOM will place a great deal of searchable documentation online; in addition to manuals, papers, newsletters, and a search engine, a database of problems and their solutions will allow users to obtain information for all known problems that have been documented. However, users will have to make an effort to benefit from these facilities which will reduce the load on the HelpDesk; ITCOM will continue to sensitize managers about the need for users to avail themselves of these on-line self-help tools.

185.8. Many computer applications in operation today will not work correctly in the year 2000. It also appears that even the most modern software, including recent PC-based software packages and computer applications, can have problems with the year 2000. The high cost of disk storage and computer memory in the past is at the core of the problem: software developers had to economize on space and so did not record the millennium and century in the computer files that they designed. Added to this was the general belief that computer applications would not have a lifetime of more than fifteen years or so. ITCOM has been gathering information and documenting possible solutions to this problem for some time. An initial document will be published early in 1997 defining the scope of the problem for the Office. The document will provide background information for a study to be commissioned in the first half of 1997. It is already apparent that the work required may be complex and costly as in other large organizations with many computer applications. For many years, computer development in the ILO has taken serious account of the year 2000; however, it will still be necessary to set up test environments to check the correct operation of all recent application software. It is difficult to give any information about the financial and resource impact of the "year 2000 problem" for the ILO until a detailed review is completed. The initial report and subsequent study will give more precise indications of cost, risk and viable solutions, to aid management to establish budgets and set implementation priorities.

185.9. The resources for this major programme show a decrease of some $335,000 in real terms in comparison with the biennium 1996-97. The saving arises from the lower investment needed in the Office's enterprise network and E-mail systems.

Major Programme 190. Library and Documentation

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
CLIENT SERVICES	9/00	15/04	3,283,136	94,420	3,377,556	-	-	-	-	-
INFORMATION ACQUISITION AND PROCESSING	11/00	13/02	3,388,464	1,896,713	5,285,177	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	3/00	690,438	113,389	803,827	-	-	-	-	-
1998-99 TOTALS	**22/00**	**31/06**	**7,362,038**	**2,104,522**	**9,466,560**	-	-	-	-	-
1996-97 TOTALS	**22/00**	**31/06**	**7,362,038**	**2,209,212**	**9,571,250**	-	-	-	-	-

190.1 Information on labour and related issues is an essential working tool for the ILO and its constituents in support of policy-making, planning and research activities. The dissemination of labour information is therefore an important aspect of the ILO's work, as set out in the ILO Constitution (article 10), which states that the Office's functions include "the collection and distribution of information on all subjects relating to the international adjustment of conditions of industrial life and labour ...". The two principal objectives of the programme are: to collect, organize and disseminate key information on labour and related issues for constituents, headquarters and field staff, partner institutions and researchers; and to strengthen the capacity of ILO constituents, staff and partners to make effective use of labour information. These objectives will continue to be pursued through three types of activities: the acquisition, processing and dissemination of information; the development of technical standards to facilitate the use of information; and the preparation and provision of related training, advisory services and publications.

190.2. The ILO Library has traditionally played a leading role among United Nations agencies in the dissemination of data through computerized systems. During the biennium 1998-99, it will continue to adapt its information processing and dissemination activities to current developments in information technologies, and particularly to such innovations as digital libraries, the Internet and the increasing number of client groups with specialized information needs.

190.3. The resources for this major programme are to be reduced by some $105,000 in real terms, an economy associated with the deletion of any provision for RBTC-funded activities, where these are initiated by the ILO's external offices.

Client services

190.4. This subprogramme has a dual function: to provide key information on labour and related issues in print, electronic and other formats to ILO officials and constituents in member States; and to provide technical advisory services and training related to the provision and use of library and documentation services. Client services therefore include: the organization of training courses for constituents and partners, at headquarters and in the field; and the provision of advisory services on information management, including the publication of guides and manuals, to ILO offices, constituents and partners. A question and answer service is operated, bibliographies are supplied and the LABORDOC and ILO Thesaurus databases are disseminated in printed and electronic form. The activities of the subprogramme also cover the operation of the headquarters Reading Room, the management of the Library's collections, and the circulation, reproduction and loan of materials. The volume and variety of services delivered have increased steadily over the past three biennia. Despite the growing number of requests for bibliographies in electronic form, demand for printed bibliographies has remained stable. Emphasis will continue to be placed on the delivery of services using new information technologies, such as CD-ROM and high-speed computerized telecommunication links within headquarters, between headquarters and the field, and between the Office and information institutions worldwide. Special emphasis will be placed on supporting the field offices and multidisciplinary advisory teams.

Information acquisition and processing

190.5. The functions of this subprogramme include: the identification, acquisition and processing of information products containing key information on labour and related subjects; and the development and maintenance of technical standards, computer systems, databases and other tools which give comprehensive, timely and cost-effective access to the Library's collections. The work of the subprogramme includes producing and reviewing technical manuals and the *ILO Thesaurus*, an internationally recognized lexicon of multilingual subject descriptors on labour and related issues. About 600 items per month are added to the LABORDOC database, which reflects the core work areas of the ILO through the materials selected by the Library, requested by other major programmes or received from constituents and partner institutions. LABORDOC is currently published on two CD-ROMs (LABORDOC via SilverPlatter and on the Helecon International CD-ROM), via on-line hosts accessible on the Internet and through the ILO's ILIS Referral System, for which a World Wide Web (WWW) Internet

interface is under development.. Continuing demand for *International labour documentation*, the printed abstracting and indexing journal produced from LABORDOC, is expected to remain sufficiently high to justify its continuation in 1998, although an assessment of its future beyond that date will be made in 1997. Several ILO documentation centres participate actively in the development of LABORDOC through the preparation of entries on specialized topics. The application of a common framework of standards and procedures for information management by the Library, headquarters and field documentation centres creates economies of scale and uniformity of access to ILO information.

Programme management

190.6 In addition to programme management, provision is made under this subprogramme for administrative and secretarial support for the major programme as a whole.

Major Programme 200. Programming and Management

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
PROGRAMME PLANNING AND COORDINATION	8/00	3/00	1,728,249	-	1,728,249	-	1/00	114,720	8,822	123,542
EVALUATION	5/00	4/00	1,305,600	53,674	1,359,274	-	-	-	-	-
MANAGEMENT ADVISORY SERVICES	5/00	0/06	904,080	68,936	973,016	-	-	-	-	-
INTERNAL AUDIT	6/08	1/00	1,243,680	120,125	1,363,805	1/04	-	225,792	-	225,792
PROGRAMME MANAGEMENT AND SUPPORT	2/00	0/06	511,649	74,232	585,881	-	1/00	114,720	-	114,720
1998-99 TOTALS	**26/08**	**9/00**	**5,693,258**	**316,967**	**6,010,225**	**1/04**	**2/00**	**455,232**	**8,822**	**464,054**
1996-97 TOTALS	**27/00**	**11/00**	**5,965,064**	**391,867**	**6,356,931**	**3/00**	**1/00**	**622,752**	**-**	**622,752**

200.1. The principal function of this major programme, on the basis of the policies established by the Conference and the Governing Body, and under the guidance of the Director-General, is to define the ILO's programme of activities in collaboration with the other major programmes. The responsibilities of the major programme also include: monitoring and reporting programme implementation; carrying out studies with a view to increasing the efficiency of the Office so that it makes better use of its resources; evaluating all ILO activities; and ensuring, through effective internal supervision, that management policies and rules are respected and applied.

200.2. In addition to programming, the three main functions of the major programme are monitoring, evaluation and internal auditing which, together, constitute the pillars of a comprehensive and cost-effective system of internal oversight. The combination of these functions contributes to the overall effectiveness of the Office by serving as a major input into the preparation of future programmes. It also responds to the expressed wish of constituents for greater transparency and improved reporting to the Governing Body.

200.3. The resources for this major programme are some $347,000 lower in real terms than in the biennium 1996-97. This decrease is due to the deletion of any specific provision for seminars and workshops on programme and project evaluation in the regions, although such seminars will continue to be held at the initiative of the regional major programmes, using regional RBTC resources. Other decreases include a reduction of 2/00 General Service work-years as a result of the introduction of advanced office technologies and a limited reduction of 0/04 Professional work-years.

Programme planning and coordination

200.4. The objective of this subprogramme is to provide the senior management of the Office, the Director-General, the Governing Body and the Conference with the analyses and documentation that they require for discussions on the strategic planning of ILO programmes, for the setting of priorities and for decisions relating to programme implementation. The main outputs are expected to be:

(a) the preliminary consultation document for discussion by the Governing Body in March 1998 presenting policy issues, programme emphases and resource levels, and if required, a further document for discussion by the Programme, Financial and Administrative Committee in November 1998, in order to obtain guidance for the preparation of the Programme and Budget proposals for the biennium 2000-01;

(b) the Director-General's Programme and Budget proposals for the biennium 2000-01;

(c) a consolidated report on ILO activities during the biennium 1996-97 for submission to the Conference in 1998, and interim reports to the Programme, Financial and Administrative Committee on progress in implementing the approved programme, as required by the Committee; and

(d) internal analyses derived from the programme implementation monitoring system to enable the Director-General and the senior management of the Office to: assess and control implementation of the approved programme, including in particular the action programmes; take corrective action to deal with problems in programme implementation; analyse and make recommendations for the allocation of regular budget resources and Programme Support Income; and, if necessary, make recommendations for programme adjustments to take account of new substantive priorities, internal reorganizations and the financial situation of the Organization.

Management advisory services

200.5. The objective of this subprogramme is the increased efficiency and effectiveness of ILO services. In 1998-99, emphasis will be placed on identifying opportunities to simplify work processes, eliminate redundancies and duplication and determine the scope for contracting out administrative operations where

they can be performed at lower cost and to acceptable levels. The improved effectiveness of the services provided to member States will be sought primarily through the more effective use of information technology in the Office's information services. The work of the subprogramme will contribute to the oversight function of the major programme by proposing organizational and procedural changes in Office operations based on audit and evaluation findings.

200.6. In the biennium 1996-97, cost reduction measures for printing, health insurance, external translation, and typing were introduced through a combination of the streamlining and rationalization of operations and contracting out parts of these services. In 1998-99, these initial measures will be extended and reinforced as experience is gained with working with external providers of services and as further opportunities for cost savings are identified. Current measures to rationalize and computerize personnel operations will be extended as new information technology offers further scope for enhanced efficiencies.

200.7. The use of the Internet to provide services to constituents will be greatly expanded in 1998-99. By then, if not earlier, ILO documents and reports for meetings will be dispatched over the Internet to constituents with the technical means of receiving them, thereby saving on postage costs and considerably enhancing the speed of delivery. Constituents will also benefit from easier and faster access to the wealth of data on labour law, labour statistics, safety and health and social policies contained in the Office's databases. Work will be carried out to determine how to organize and present this information so that it is of the greatest value to member States. Work also began in 1996 on the use of Internet technology to create internal communication systems, referred to as Intranet, for the use of ILO officials in Geneva and in the regions. Internal Office circulars, reports and the electronic processing of administrative routines will be based on the Intranet, reducing the need for paper and filing and the time needed for approval. This work will be carried out in close cooperation with major programme 185 (Information technology and communications).

Evaluation

200.8. Evaluation is a crucial function in the programming and management of high-quality services that meet the needs of constituents, particularly in view of the requirement for greater transparency and accountability in the ILO's activities in a world that is increasingly concerned with "value for money". Regular monitoring helps to identify constraints with a view to taking timely corrective action. Evaluation also plays an important role in focusing activities on the priority problems and needs of constituents and in guiding new Office policies and programmes. The objective of this subprogramme is the improved planning, monitoring, evaluation and reporting of ILO activities at headquarters and in the field. In pursuing this objective, the work of the subprogramme will contribute to the fulfilment of the oversight function of the major programme. This work also includes activities to enhance the capacity of ILO constituents to prepare, formulate, monitor and evaluate technical cooperation activities.

200.9. During the biennia 1994-95 and 1996-97, the basic concepts, tools and procedures of the monitoring, evaluation and reporting system (MERS) were formulated, tested and consolidated. Under this system, annual self-evaluations, thematic evaluations and ad hoc independent evaluations provide feedback on the Office's work. Training will continue to be provided for ILO staff and constituents on the concepts, methods and tools of evaluation. Updated versions will be developed of the MERS guide and computer application incorporating the lessons learned from their application. Other evaluation guidelines and guides will also be updated and revised. The Project Information Listing System (PILS) and the Programme and Project Evaluation (PROGEVAL) databases will be developed in a manner that is more accessible to ILO staff and constituents. Feedback from evaluation activities will be published regularly and contributions will be made to inter-agency work on evaluation questions. By the end of the biennium, units at headquarters and in the field will have incorporated annual workplans, regular progress reviews and annual self-evaluations into the monitoring and evaluation of their activities. An increased number of units will be using the MERS computer application.

Internal audit

200.10. The internal audit function provided for under this subprogramme in accordance with article 30(d) of the Financial Regulations of the Organization are an integral part of the oversight function of the major programme, and consist of a managerial control that measures and assesses the effectiveness of other controls and compliance with ILO policies and procedures. The objectives of these activities are to ensure: sound internal control at reasonable cost; compliance with ILO rules, regulations, policies and procedures; the economical and efficient use of resources and the soundness of management practices; the accuracy of the accounting, financial and other data used for management information; and the security of ILO assets. The work programme is coordinated with that of the External Auditor, who is kept informed of its findings and recommendations and the corresponding follow-up action.

200.11. The work programme for the biennium 1998-99 will continue to include reviews of selected functions, systems, policies and procedures at headquarters, and field audits of external offices, multidisciplinary advisory teams and technical cooperation projects. Although part of the Bureau of Programming and Management for administrative purposes, the Internal Audit unit exercises operational independence under the authority of the Director-General, as prescribed by article 13(10) of the Financial Rules of the Organization. It is authorized to carry out independent audit examinations and to make any reports to the Director-General that it considers necessary, in order to assist him to fulfil his internal oversight responsibilities. The Internal Auditor also

makes recommendations to improve the control aspects of systems, procedures and activities and follows up the implementation of these recommendations. When necessary, he participates in investigations of possible cases of fraud or the wastage of resources. Following the decisions of the Governing Body in November 1996 relating to the provision of greater autonomy and independence to the Internal Auditor, he will henceforth be required to submit annual reports to the Programme, Financial and Administrative Committee of the Governing Body, and he may also submit additional reports at any session, should he deem this to be necessary.

200.12. This subprogramme is also responsible for the internal audit of the accounts and financial activities of the Turin Centre, for which the Centre provides 1/00 Professional work-year shown under "Other sources" in the table above.

Major programme 210. Legal Services

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
LEGAL SERVICES	13/00	6/00	3,050,424	174,344	3,224,768	1/00	-	169,344	-	169,344
1998-99 TOTALS	**13/00**	**6/00**	**3,050,424**	**174,344**	**3,224,768**	**1/00**	**-**	**169,344**	**-**	**169,344**
1996-97 TOTALS	**13/00**	**6/00**	**3,050,424**	**174,344**	**3,224,768**	**1/00**	**-**	**169,344**	**-**	**169,344**

210.1. The function of this major programme is to provide legal advice to the constitutional bodies of the Organization and to the various departments of the Office, particularly as regards the work of the Organization that pertains to public international law. The activities of the major programme include:

(a) legal work relating to the application, interpretation or amendment of the Constitution of the Organization, the Standing Orders of the International Labour Conference, regional meetings, the Governing Body and other ILO meetings, and the financial rules and regulations; work relating to the reform of the structure and functioning of all ILO bodies; the consideration of questions concerning the status of the Organization and its privileges and immunities in the various countries where the ILO has established offices and where its officials are resident, and the legal aspects of cooperation between the ILO and other intergovernmental organizations: the major programme is also responsible for credentials questions at the Conference and at regional meetings, and for preparing the delegates list for the Conference;

(b) the drafting and preparation of official texts of international labour Conventions and Recommendations, as well as other instruments prepared under ILO auspices; the examination of questions raised regarding the ratification and interpretation of international labour Conventions and Recommendations; legal support for the Governing Body Committee on Legal Issues and International Labour Standards and its Working Party on the Revision of Standards, including, in collaboration with major programme 50 (International labour standards and human rights), the follow-up to the recommendations adopted by the Governing Body in this respect; as well as work to streamline the standard-setting process and consolidate existing standards;

(c) legal work arising in connection with the decentralization of the Office; legal work related to the Turin Centre; and reviewing agreements with donors and host governments for technical cooperation projects;

(d) legal work involving personnel questions, including the drafting, revision and application of the Staff Regulations and other relevant rules, involvement in the determination of claims for compensation in cases of occupational injury or illness; participation in United Nations system meetings on issues of common concern and advising on common system legal issues, such as pensions and the revision of the Statute of the ILO Administrative Tribunal; and the preparation of briefs on behalf of the Office in cases brought before the Tribunal;

(e) other legal work of a commercial or technical nature, such as contracts for various types of services and materials, real property questions and copyright issues; and

(f) research and support for the Governing Body Working Party on the Social Dimensions of International Trade.

210.2. The resources for this major programme are being maintained at the same level as the biennium 1996-97. As in the past, 1/00 Professional work-year will be made available to the major programme from the Turin Centre for legal work pertaining to the Centre.

Major Programme 220. Relations, Meetings and Document Services

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
220.1	DEPARTMENTAL MANAGEMENT	6/00	10/00	2,244,720	159,455	2,404,175
220.2	OFFICIAL RELATIONS	19/00	16/00	9,578,056	149,000	9,727,056
220.3	OFFICIAL DOCUMENTATION	80/01	15/00	15,652,432	570,000	16,222,432
220.4	DOCUMENTS PRODUCTION AND DIS-TRIBUTION	24/00	196/00	27,586,160	5,174,193	32,760,353
1998-99	**TOTALS**					
	REGULAR BUDGET	129/01	237/00	55,061,368	6,052,648	61,114,016
	OTHER SOURCES	-	-	-	-	-
1996-97	**TOTALS**					
	REGULAR BUDGET	136/00	269/00	61,280,669	6,152,744	67,433,413
	OTHER SOURCES	-	-	-	-	-

220.1. The functions of this major programme are the servicing of all ILO conferences and meetings, including the timely production of documents (translation, typing, printing and distribution), the provision of interpretation services of good linguistic quality in all relevant languages and the maintenance of official relations with member governments. As part of the economy measures approved by the Governing Body in November 1995, it was decided to transfer the Printing and typing programme and the Distribution subprogramme from major programme 180 (Editorial and document services) to this major programme in order to improve the planning and delivery of document production by placing the entire process within a single operation.

220.2. The resources for this major programme have been reduced by some $6.3 million in real terms as compared with the biennium 1996-97. Under the Official relations programme, there is an economy of some $213,000 in consequence of the reorganization of the internal interpretation services, which will not affect the quality or level of the interpretation services provided. The provision for freelance interpretation for the Governing Body, sectoral and other technical meetings has been reduced by a total of $889,000 as a result of the decision of the Governing Body to hold fewer sectoral and other technical meetings each biennium. However, this economy is offset by the addition of some $178,000 , covering the cost of additional interpretation, in order to respond to the increasing need for additional sittings of Governing Body committees, for meetings of certain committees more often than previously envisaged, for a significant increase in group meetings, and for recurring meetings of working parties of the Governing Body. Under the Official documentation programme, the resources have been decreased by some $2.8 million (7/11 Professional and 9/00 General Service work-years and some $430,000 under other costs) as a result of the rationalization and computerization of the language services. There has been a reduction of some $2.9 million (22/00 General Service work-years and some $345,000 in other costs) under the Document production and distribution programme as a result of the rationalization of the text-processing, printing and distribution functions. This reduction is offset by an increase of 2/00 Professional work-years to administer the outsourcing of some typing and printing work.

220.1. Departmental management

220.3. Provision is made under this programme for the director of the department, secretarial and administrative support. In view of the potential for productivity improvements and cost reductions through the use of new technologies, provision is also made for a central document management service, consisting of a specialist in organization and methods, a systems developer and a computer technician, as well as $135,500 for external consultancy and equipment. In addition, this programme is responsible for the administration of the central mailing list for the Office as a whole (previously under programme 180.2, Publications).

220.2. Official relations

Organization and servicing of meetings

220.4. The main function of this subprogramme is to coordinate the arrangements for all ILO meetings and to organize and service the Conference and the Governing Body and its committees. Its responsibilities include: organizational arrangements; the convocation of participants; the provision of secretarial services; protocol services; the processing of resolutions; and administrative services for delegates to ILO meetings and conferences.

Interpretation services

220.5. Provision is made under this subprogramme for interpretation services for all ILO meetings, except the Conference and regional meetings (for which

provision is made under major programmes 10 and 30). Provision is also made for short-term support staff, such as committee secretaries and operators, for all meetings except the Conference, regional meetings and sectoral meetings (for which provision is made under major programmes 10, 30 and 100).

Official correspondence

220.6. The work of this subprogramme includes the drafting, editing and translation of official communications to governments and to members of the Governing Body, as well as other official correspondence for the Director-General. It is also responsible for producing the *Official Bulletin*.

220.3. Official documentation

Language services

220.7. The main functions of this programme are to edit, translate and revise in English, French and Spanish and also, as the case may be, in Arabic, Chinese, German and Russian, all reports, documents, abstracts and other texts required for the Conference, the Governing Body and other meetings convened by the Governing Body. Additional functions include the translation of articles and notes for the *International Labour Review*, the translation and editing of major reports, such as *World Employment*, and the translation of various other documents, including circulars, replies to ILO questionnaires and materials received in languages other than English, French or Spanish.

Terminology and reference

220.8. The work of this subprogramme includes the provision of referencing, documentation and terminology support for the linguistic staff of the programme and of other major programmes.

220.4. Document production and distribution

Text processing

220.9. The work of this subprogramme includes the provision of text-processing services in seven languages for the Conference, the Governing Body and other meetings convened by the Governing Body. Text-processing and, in some cases, page make-up services are also provided for periodicals, non-periodical publications and various other documents published by the Office. A new responsibility of this subprogramme is the prospection and training of candidates for secretarial positions throughout the Office. In order to cut costs, external typing services will be used where appropriate.

Internal printing

220.10. The work of this subprogramme includes the in-house reproduction of the documents referred to in the preceding paragraph.

External printing and proof-reading

220.11. The work of this subprogramme includes arranging for the external printing of reports submitted to the Conference and other meetings, and of other ILO publications and documents. Its activities include: copy preparation and proof-reading in various languages; the provision of technical advice and the setting of standards for typographical presentation, layout and formats; the establishment of technical methods and procedures to facilitate the use of ILO computer databases for the purposes of photocomposition; and the quality control of printed material produced by external printers.

Distribution

220.12. The work of this subprogramme includes the reception, registration, warehousing, stock-keeping, archiving and dispatch of all documents and publications, an information service on available publications and documents, and document distribution facilities during meetings.

Major Programme 225. Employers' Activities

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
RELATIONS WITH EMPLOYERS' ORGANIZATIONS	6/00	4/00	1,474,944	-	1,474,944	-	-	-	-	-
ASSISTANCE TO EMPLOYERS' ORGANIZATIONS	6/00	2/00	1,245,504	209,000	1,454,504	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	1,759,925	1,759,925	-	-	-	2,000,000	2,000,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	1/00	534,864	534,415	1,069,279	-	0/11	105,160	1,731	106,891
1998-99 TOTALS	**14/00**	**7/00**	**3,255,312**	**2,503,340**	**5,758,652**	**-**	**0/11**	**105,160**	**2,001,731**	**2,106,891**
1996-97 TOTALS	**14/00**	**7/00**	**3,255,312**	**2,550,405**	**5,805,717**	**-**	**1/06**	**172,080**	**2,091,481**	**2,263,561**

225.1. The ILO's activities to maintain and develop close relations with its employer constituents, and to assist in the establishment and development of independent and representative organizations of employers, are a fundamental component of its work in the field of tripartism. An important aspect of this work consists of increasing employers' awareness of the ILO's objectives and activities and ensuring that the views and interests of employers and their organizations are taken into account in the overall work of the ILO.

225.2. Strong and effective organizations representing employers are essential to tripartite dialogue and the development of social policy. They are also necessary to ensure that the economic environment is conducive to the development of enterprises, and therefore to the creation of employment and incomes. To fulfil these important roles, employers' organizations have to attract and retain membership through the provision of services, including representation, that respond to the needs of enterprises. This is a challenging task in the current climate of turbulence and change, not least because the factors affecting the environment in which enterprises operate are in constant flux. Employers' organizations have to anticipate and adapt to enterprise needs if they are to maintain and increase their usefulness and relevance. While their traditional functions in the labour market continue to be important, many organizations of employers are under pressure to broaden their activities and provide a more comprehensive range of services.

225.3. In countries undergoing the transition to a market economy, including those emerging from situations of armed conflict, independent organizations of employers are an essential engine for the growth of the private sector. However, they face the very difficult task of seeking membership and establishing their legitimacy in a context in which there is no tradition of voluntary, private, associative organizations. Particular emphasis will therefore continue to be placed on supporting the development of employers' organizations in these countries during the biennium 1998-99.

225.4. The objectives of this major programme are: the development of strong, representative and independent organizations of employers; the enhancement of their capacity to provide services to their members, improve labour relations and practices at the workplace and participate effectively, with governments and workers, in the formulation of national social and labour policies; and the closer association of employers' organizations with the work of the Office. In the work of the major programme, priority will continue to be given to developing partnership and mutual support with the ILO's employer constituents. Emphasis in technical cooperation activities will be placed on helping employers' organizations improve the quality and range of services that they offer to their members.

225.5. The resources for this major programme are reduced by some $47,000, as a result of economies in non-staff costs. RBTC resources amounting to some $1.76 million will be provided to respond to requests for advisory services and to cover the organization of meetings, training programmes and study tours. In addition, it is expected that some $2 million will become available from multi-bilateral sources for technical cooperation.

Relations with employers' organizations

225.6. The maintenance of close relations with the ILO's employer constituents at the international, regional and national levels is an essential aspect of the work of this major programme. This involves working closely with the representative organizations of employers with the objectives of: promoting the principle of tripartism and the basic values of the ILO among employers' organizations and their members; keeping them informed of ILO activities, initiatives and concerns; and keeping the Office aware of the concerns and interests of employers and their organizations.

225.7. The work of the subprogramme includes taking responsibility for advising the Director-General and programme managers on the current policies and views of employers and their organizations, so that they are taken into account in the development of ILO

policies and programmes. Information on ILO activities is transmitted to national and international organizations representing employers, and the ILO's information resources are made available to them. The interest and involvement of employers and their organizations in ILO activities is promoted and liaison is maintained between the Office and employer participants in ILO meetings and other activities, including those organized by the Turin Centre. The work of the subprogramme includes participation in Office-wide activities, including action programmes and the activities of the International Institute for Labour Studies and the Turin Centre.

Supporting employers' organizations in the context of major political changes

225.8. Employers' organizations in countries that have recently undergone major political developments face particular difficulties in adapting to the new situation. The institution-building initiatives adopted during the biennium 1996-97 to help in the establishment and development of employers' organizations in these countries will be continued in 1989-99 and perhaps beyond, depending on the pace of reform. Increased support will be provided to the Palestinian employers' organization with a view to establishing a better economic basis for the peace process in the Middle East. Assistance to employers' organizations in Central Asia will be designed to foster the process of privatization and economic transition. Support will continue to be required by employers' organizations in South Africa to help the black business community participate effectively in national development. Similar activities will also be carried out in countries emerging from situations of armed conflict, such as Angola and Bosnia and Herzegovina.

Assistance to employers' organizations

225.9. Under the pressure of increased competition and tighter markets, enterprises the world over have identified human resources development as a key element for their survival and prosperity. In response, employers' organizations in many countries have seized upon the opportunity to strengthen the human resources development services that they provide, especially in the form of training courses in managerial and supervisory skills and productivity improvement programmes. Other areas in which they are developing services include safety and health and the environment, particularly in response to the growing complexity of the regulations in these fields. Some organizations find it feasible to develop their own capacities in these areas, while others prefer to make strategic alliances with more specialized agencies. Moreover, issues of child labour and human rights are taking on increased importance as factors in the business environment, with enterprises often looking to their representative organizations for appropriate leadership and initiatives. The ILO can assist in these areas, which are central to its mandate, through the provision of both technical and logistical support.

225.10. Although employers' organizations in a few developing countries have already become efficient suppliers of key services to enterprises, in the great majority of countries they continue to require assistance in order to do so. Organizations in countries undergoing the transition to a market economy, including several that are emerging from situations of armed conflict, need special assistance in this respect.

225.11. The objective of the subprogramme is the strengthened capacity of employers' organizations to provide more and better services to enterprises with a view to attracting and retaining their membership. During the biennium 1996-97, a programme was launched to promote the adoption by employers' organizations of strategic plans for their future development. These plans take account of short and medium-term trends in the business environment in which enterprises operate and identify the services provided by employers' organizations that could be improved or changed, or which it would be feasible to add to their current activities. Wherever necessary, assistance is provided for the development of strategic plans and the strengthening of the capacity of the organizations to provide the services identified in these plans. The adoption of this approach helps to ensure that the assistance provided by the ILO responds to the long-term needs identified by employers' organizations.

225.12. Over recent years, the ILO's programme of assistance to employers' organizations has evolved considerably, growing in both responsibilities and resources, where the main increase has been in external funding. The assistance provided takes the form of advisory services, staff training programmes, the organization of regional, subregional and national meetings and workshops, study tours, the exchange of information and the development of networks. Emphasis in these activities will continue to be placed on increasing the professionalism of the staff of employers' organizations and enhancing their expertise in the fields of industrial relations, human resources development, management training, productivity improvement, safety and health, the working environment and the promotion of small and medium-sized enterprises. Support will be provided for technical cooperation activities in the above areas. Provision is also made to cover advisory services by ILO staff, the multidisciplinary advisory teams and consultants made available through employers' organizations in order to provide a timely response to requests for assistance.

225.13. Where a pattern of needs is discerned in a specific field, projects will be formulated and extra-budgetary resources sought for their financing. During the biennium 1996-97, projects of this type were managed in the areas of human resources development, industrial relations, productivity, structural adjustment, international labour standards, cleaner production, gender issues and the management of employers' organizations. It is expected that donor support will continue to be forthcoming for activities of this nature during the biennium 1998-99.

International Symposium on the Future of Employers' Organizations

225.14. Provision was made during the biennium 1996-97 for a meeting on the changing role of

employers' organizations as a consequence of globalization and liberalization. Because of the financial situation, the Governing Body decided not to hold this meeting during that biennium. However, the subject remains very topical. The needs of enterprises are evolving for many reasons, including increased competition, liberalization, changing production structures, work practices and relations. The economic importance of the small enterprise sector has greatly increased. As providers of services to enterprises, employers' organizations are directly affected by these developments. Their traditional focus on industrial relations and advocacy in social policy issues remains important, but less so. Several employers' organizations have already begun to adapt to their new environment, and many others are looking for new ways to remain relevant and useful to their membership. An international symposium will therefore be held and will bring together 24 employer experts in Geneva for four days ($119,000). The meeting will examine the role of employers' organizations in the next century in the light of developments and trends in enterprise needs. The participants will review the environment in which employers' organizations operate, identify trends and exchange experiences of new initiatives. Special emphasis will be placed on innovative services in the areas of human resources development and support for the small enterprise sector.

Major Programme 230. Workers' Activities

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
RELATIONS AND GENERAL WORKER'S EDUCATION	20/04	-	3,443,328	1,649,794	5,093,122	-	-	-	-	-
WORKERS' ORGANIZATIONS AND GLOBAL ECONOMY	2/10	-	479,808	87,800	567,608	-	-	-	-	-
CHILD LABOUR	1/00	-	169,344	56,800	226,144	-	-	-	-	-
NEW TECHNOLOGIES AND TRADE UNION WORK	2/00	-	338,688	56,500	395,188	-	-	-	-	-
INFORMAL SECTOR, HOME WORK AND CONTRACT LABOUR	2/00	-	338,688	128,300	466,988	-	-	-	-	-
REGIONAL SPECIALISTS ON WORKERS' EDUCATION	8/00	-	1,354,752	116,000	1,470,752	-	-	-	-	-
TECHNICAL COOPERATION	2/00	-	338,688	4,531,181	4,869,869	-	-	-	12,000,000	12,000,000
PROGRAMME MANAGEMENT AND SUPPORT	4/00	18/04	2,862,032	190,000	3,052,032	-	2/00	229,440	231,012	460,452
1998-99 TOTALS	**42/02**	**18/04**	**9,325,328**	**6,816,375**	**16,141,703**	**-**	**2/00**	**229,440**	**12,231,012**	**12,460,452**
1996-97 TOTALS	**42/02**	**18/04**	**9,325,328**	**6,929,435**	**16,254,763**	**2/02**	**1/00**	**481,632**	**13,130,680**	**13,612,312**

230.1. As active partners in tripartite dialogue, trade unions play a fundamental role in translating the aspirations of workers into coherent and structured strategies at the national and international levels. They are one of the most relevant forces striving for universal respect for human rights and social justice and persevering to promote the values of solidarity and protect the weakest members of society, as laid down in the ILO's Constitution. Their role is particularly important at a time when workers are confronted with complex challenges arising out of the globalization of the economy and increased worldwide competition. In this context, trade unions urgently need to develop new and effective responses to such fundamental and diverse issues as: the liberalization of capital markets; the expansion of trade; structural adjustment programmes and economic integration processes; the introduction of new technologies and information processing; significant changes in the organization of work; the fragmentation of labour and production patterns; the impact of demographic changes on social welfare systems; the protection of health and safety and the environment; migrations; and the continued growth of the informal sector and non-traditional forms of employment, such as part-time work, home work, contract labour and teleworking.

230.2. The objective of this major programme is the strengthening of representative, independent and democratic trade unions and the enhancement of their capacity to participate effectively in tripartite dialogue with a view to promoting workers' rights. In addition to maintaining close relations between the ILO and workers' organizations, assistance will be provided to trade unions in the form of advisory services and support for technical cooperation activities, particularly with a view to strengthening workers' education programmes and the other services supplied by trade unions to their members. The specialists in workers' activities in the multidisciplinary advisory teams and the regional specialists in workers' education will play a major role in the attainment of these objectives in the light of the active partnership policy and on the basis of requests for assistance originating in the field and through consultations with international trade union organizations.

230.3. The resources for this major programme are reduced by some $113,000, mainly because of an economy in the provision for printing of documents and publications.

230.4. Extra-budgetary resources amounting to some $12 million are expected to become available for technical cooperation activities in the key areas covered by the major programme. These activities will be designed and implemented in close cooperation with trade unions in both recipient and donor countries. In addition, RBTC resources amounting to some $4.5 million will be made available to support the operational activities of the major programme either in full or on a cost-sharing basis with the beneficiary organizations and with other major programmes.

Relations and general workers' education

230.5. The objectives of this subprogramme are that: ILO activities are designed and implemented in full awareness of trade union priorities and policies; trade unions are familiar with and continue to support ILO objectives and programmes; and infrastructures are developed by trade unions for the delivery of workers' education programmes and activities.

230.6. The involvement and participation of women workers in the activities of the major programme will continue to be strengthened and the inclusion of gender and equality concerns in all activities will be closely monitored. There will be a focal point on gender issues, and a regional seminar on women's participation in trade unions will be held in Africa for men and women representatives from national centres.

230.7. The activities of the subprogramme aimed at maintaining close relations between the ILO and workers' organizations will continue to include: advising the Director-General and programme managers on the current policies and priorities of trade unions on matters that lie within the competence of the ILO; providing assistance to the Workers' group of the Governing Body and the Conference and to workers' delegations to ILO meetings; supporting and coordinating all the activities of the regional and technical major programmes on behalf of workers' organizations; keeping trade unions throughout the world informed about ILO activities, programmes and policies through a regular supply of publications and communications; and representing the ILO at general and sectoral conferences and conventions of workers' organizations throughout the world.

230.8. The development of workers' education programmes requires the sound identification of the educational needs of workers and trade union organizations, and the effective management of the respective institutions and programmes. Advisory services and assistance, including seminars and other training activities, will therefore continue to be provided for the planning, management and operation of workers' education programmes. Fellowships, grants and contributions are also an important form of assistance in this respect and will continue to be provided to facilitate the participation of trade union representatives in training events. Study programmes will be organized in Geneva and elsewhere for trade union groups and individuals from both industrialized and developing countries. Advanced training courses will be held in the Turin Centre, in accordance with the needs of the programme. These activities will be supported and complemented by action-oriented research, the dissemination of information using new technologies and the development of guides and manuals. These materials, and particularly the manual on economics, will be revised to take into account current developments in the world economy. Four issues a year of the *Labour Education* journal will be published in English, French and Spanish, with each issue being devoted to a specific subject.

230.9. Provision is also made under this subprogramme for activities to strengthen the services provided by trade unions with regard to migrant workers and rural workers. Taking account of the study and teaching materials prepared as a contribution to the 1994-95 interdepartmental project on migrant workers, a regional workshop will be organized in Asia for trade union leaders and educators on the problems of such workers. In view of the high percentage of workers in developing countries who are active in the rural sector, support will continue to be provided to rural workers with a view to strengthening their initiatives to develop representative organizations and education programmes and enhancing their incomes through special economic and social services.

Workers' organizations and the global economy

230.10. The growing importance of multinational enterprises and the increased integration of labour markets are giving rise to new and complex issues for trade unions, which still tend to be rooted in their national contexts. In response, trade unions around the world have been developing and experimenting with innovative strategies to mitigate the most undesirable aspects of globalization. These include: the development of the necessary capacities and a climate that is conducive to transnational collective bargaining with multinational enterprises; the establishment of linkages and common campaign strategies on social and labour issues, including the social dimension of the liberalization of trade; the implementation of codes of conduct for major enterprises and their suppliers; the adoption of social and labour charters, or side agreements, to complement regional free trade agreements; and the exchange of information and the establishment of common databases.

230.11. The objective of this subprogramme is the development of a more effective response by trade unions to the issues arising out of the globalization of the world's economies. With a view to achieving this objective, advisory services will be provided, research carried out, information disseminated and training events organized in the spirit of the ILO's Tripartite Declaration of Principles on Multinational Enterprises and Social Policy and the relevant ILO standards. In these activities, emphasis will be placed on strengthening cooperation with international trade union organizations. Special attention will be paid to workers in export processing zones, where basic trade union rights are severely restricted and the enforcement of national legislation is inadequate.

230.12. The globalization of the economy makes international labour standards more relevant than ever. There is therefore a continued need to strengthen understanding and knowledge of the ILO and its standards among workers and their organizations. National and subregional seminars will be organized and suitable information and training materials produced and disseminated. Emphasis will be placed on a selected number of labour standards of particular importance to trade unions, including those on forced labour, freedom of association, rural workers' organizations, tripartite consultation, discrimination, equal remuneration and minimum age. A booklet outlining the contents of a number of Conventions, including references to the jurisprudence of the Committee of Experts on the Application of Conventions and Recommendations and the Committee on Freedom of Association, will be published and translated into local languages. Trade union proposals for action to improve the application of international labour standards and strengthen the ILO supervisory mechanisms will be discussed at an interregional seminar for 30 workers' organizations from developing countries, where representatives of industrialized countries will also be invited to share

their experience. A regional seminar on social protection will also be held for leaders and educators of workers' organizations from Central and Eastern Europe.

Child labour

230.13. The active participation of worker constituents in ILO activities to combat child labour is of paramount importance, particularly in the context of the ILO's increased involvement in this cause and the decision by the Governing Body to include the issue of child labour on the agenda of the 1998 Conference with a view to the adoption of standards. The objective of these activities is the translation of the workers' commitment to the abolition of child labour into concrete action, including campaigns for the ratification of Conventions Nos. 29 and 138, through closer cooperation between the trade union movement and the International Programme on the Elimination of Child Labour (IPEC) and other relevant ILO action programmes. Educational materials will be developed, awareness-raising activities carried out and support provided for the efforts of trade unions in this respect, particularly through the workers' specialists in the multidisciplinary advisory teams and the staff of the major programme in the field.

New technologies and trade union work

230.14. Today's enterprises keep in permanent contact with subsidiaries located at the other end of the world as though they were both situated in the same building. A prodigious and uninterrupted flow of data circulates through their telecommunications networks and ensures that they are in a position to adapt quickly to demand and economic developments in order to supply quality products and services at the best possible price. The same technology can and should be introduced by trade unions to shape their responses at the national and international levels. Indeed, telematics — the combination of information technology and telecommunications — provides opportunities for trade unions to improve not only their administration and management, but practically every area of their activities. The current trade union deficit with regard to information technology can be addressed through relatively simple and low-cost operations. A survey undertaken in 1994 on how trade unions use telematics found that more than 200 trade union centres systematically make use of various forms of electronic mail. The principal areas in which their operations can be strengthened through the introduction of telematics include bargaining information services, solidarity campaigns and trade union organization and education.

230.15. The objective in this respect is that trade unions review their traditional methods of work in terms of communications and information management with a view to strengthening their response to the serious challenges posed by the revolution in information technology. In order to achieve this objective, international, subregional and national seminars and workshops will be organized on the major implications of the introduction of telematics for trade unions and the communications deficit between trade unions in industrialized and developing countries. Training courses will be organized for trade union staff and representatives on the applications of telematics for research and education purposes, including the training of trainers, and in trade union administration, communications and services. The courses will also cover advanced telecommunications techniques for trade union information technology staff. Technical assistance, including training programmes, will be provided for the development of international databases on labour issues. Support will also be provided for the establishment of international networks of trade union research staff with expertise in the identification, retrieval and interpretation of information. Programmes of distance learning for trade unionists will be established and suitable information and teaching materials produced for trade union educators and administrators. The establishment of appropriate trade union technical assistance and coordination structures will be supported and encouraged, taking maximum advantage of the expertise already existing within the trade union movement.

Informal sector, home work and contract labour

230.16. Workers in the informal sector are deprived of virtually any form of social protection. The continuous development of the informal sector requires renewed action by workers' organizations to minimize and counteract its effects on the social fabric. The trade union movement is aware of this challenge and is developing closer links with organizations of the informal sector to exert combined pressure for the improvement of the working conditions and social protection of workers in the sector. Another major trend over recent years has been the fragmentation of the labour market and the emergence of "atypical" forms of employment. Although home work and contract labour designate different categories of workers and distinct employment relationships, they have a number of common features and have developed against a background of informality. Workers in both categories are generally unorganized, and not effectively protected by the law, have poor access to social security and often work more hours and receive lower wages than employed workers.

230.17. Assistance will continue to be provided to trade unions to help informal sector workers to establish their own organizations and develop existing organizations. Research and training activities will be undertaken in fields such as education, vocational training, legal assistance, self-help schemes and information services on social protection for informal sector workers. A regional seminar will be held for Latin American trade union representatives to exchange information and develop suitable strategies to address the problems of workers in the informal sector. Research and training activities will also be carried out to support trade union efforts to organize homeworkers and workers engaged under contract labour. These activities, supported by the production of teaching materials, will concentrate on the creation of greater awareness among both categories of workers of

the relevance to their situation of international labour standards, collective bargaining, occupational safety and health provisions and social security schemes.

International Symposium on Trade Unions and the Informal Sector

230.18. An International Symposium will be held in Geneva for five days to examine trade union action to further the interests of workers in the informal sector, homeworkers and workers engaged under contract labour. The Symposium will suggest measures that could be adopted and will draw up a specific agenda for consideration by trade unions to deal with the above categories of workers. Thirty trade union leaders and educators from developing and industrialized countries will be invited to participate in the Symposium ($153,000).

Major Programme 235. Public Information

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
PUBLIC INFORMATION	12/00	12/00	3,408,768	2,787,309	6,196,077	-	-	-	-	-
1998-99 TOTALS	**12/00**	**12/00**	**3,408,768**	**2,787,309**	**6,196,077**	-	-	-	-	-
1996-97 TOTALS	**11/00**	**14/00**	**3,468,864**	**2,774,213**	**6,243,077**	-	-	-	-	-

235.1. If the ILO is to enhance its presence and influence on the international scene, it has to make its aims and achievements known through the mass media. To gain the support of governments and other constituents for its values, it has to inform them of its accomplishments and ideas. The ILO's activities, related as they are to issues of immediate concern to the public, such as employment, fair trade and social security, are fertile ground for media attention. This potential must be systematically exploited in order to maintain a steady flow of ILO-related, or at least ILO-relevant, articles and broadcasts in the world's media.

235.2. The objective of this major programme is the promotion of the values of the ILO and the enhancement of its influence on public opinion and decision-makers through the dissemination of messages about its objectives, work and concerns. To achieve this objective, a news-oriented approach is adopted to address the media, using tools adapted to their needs and requirements. Press releases are issued, accompanied where possible by video footage and photographs. Press kits and feature length video programmes are also produced. To facilitate their rapid processing and dissemination, an information leaflet, press releases and kits will continue to be made available through the World Wide Web. The *World of Work* magazine is produced as a means of disseminating information directly to the ILO's constituents.

235.3. For the biennium 1998-99, there will be a slight reduction in the resources for this major programme amounting to $47,000. However, an additional provision for 1/00 Professional work-year for audiovisual work is included, although this is offset by a net reduction of 2/00 General Service work-years.

Press releases and relations with the media

235.4. The objective of this subprogramme is the development and strengthening of the ILO's image as a leading player on the world stage in social and economic affairs. Working closely with those responsible for the technical major programmes, opportunities with media potential are identified among the analyses, reports and surveys published by the ILO, as well as in its meetings, events and technical cooperation activities. Clear, concise and timely press releases are then issued, accompanied whenever feasible by video footage and photographs. In relation to questions of particularly broad public interest, a press kit is produced, which may include several articles, photographs, charts and posters. Two or three such press kits are distributed each year to the media and target audiences. Resource persons are also made available to provide expertise and lend an authoritative ILO voice to radio and television interviews. Whenever possible, the active support of field offices is enlisted in these efforts.

235.5. A network of personal contacts in the world's leading media is used to give maximum exposure to selected articles and issues. Journalists and departments that may be interested are identified and contacted individually. The goal for each press release is to place the information as a news item in leading daily newspapers and in television and radio news programmes. Where successful, an ILO news item can be used in a single day by hundreds or even thousands of news outlets around the world.

Audiovisual information

235.6. To increase its visibility, the ILO needs to obtain more television coverage. Short, high-quality video news releases are indispensable tools to gain access to television news programmes. Although relatively inexpensive products, investment is required to strengthen the ILO's capacity to produce between 20 and 30 video news releases each year and distribute them worldwide. This involves the purchase of filming and editing equipment and the establishment of a part-time post for an audiovisual technician. A limited number of coproduction agreements will continue to be concluded with major broadcasters for the production of feature-length video programmes on themes of major interest to the ILO. Complete sound and video coverage of the Conference will also continue to be provided for use, among others, by delegations and the media in member States.

Coordination with ILO offices

235.7. To achieve greater impact and channel information more effectively on events and issues that are closest to the concerns of individual countries, it is necessary to improve coordination with ILO field offices to further develop a global network of media contacts. Focal points for media relations are designated in each ILO office and multidisciplinary advisory team. They are responsible for developing

and nurturing a network of contacts in the national and regional media to serve as relays for information generated at headquarters and to add a national or regional perspective.

World of Work

235.8. The ILO's constituency of individuals and organizations concerned with issues and developments in the world of work represents an important source of current and potential support that needs to be kept regularly informed of its decisions, programmes and concerns, as well as any difficulties that it may be facing. The vehicle used for this purpose is the magazine, *World of Work*, which is published five times a year in English, French, Spanish, German and Arabic, and between four and six times a year in several other languages (Czech, Hungarian, Russian, Chinese, Norwegian, Danish, Swedish and Finnish). Of the principal language editions, only one (English) is produced in Geneva. The others are prepared respectively in Paris, Madrid, Bonn and Beirut. All the editions contain certain core articles edited at headquarters, supplemented by material from the respective offices that is relevant to their distribution areas.

Printed information material

235.9. In order to increase awareness of the ILO around the world, information materials are produced for persons who are unfamiliar with its principles and work. Documentation containing information on the ILO's history, mandate and the concept of active partnership will continue to be published for direct distribution to students, visitors and other members of the public.

Major Programme 240. International Relations

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
240.1	RELATIONS WITH INTERGOVERN-MENTAL AND NON-GOVERNMENTAL ORGANIZATIONS	8/00	8/00	2,318,222	93,470	2,411,692
240.2	LIAISON OFFICE WITH UNITED NA-TIONS, NEW YORK	4/00	8/00	1,198,376	807,000	2,005,376
1998-99	**TOTALS**					
	REGULAR BUDGET	12/00	16/00	3,516,598	900,470	4,417,068
	OTHER SOURCES	-	-	-	-	-
1996-97	**TOTALS**					
	REGULAR BUDGET	12/00	16/00	3,516,598	900,470	4,417,068
	OTHER SOURCES	-	-	-	-	-

240.1. The work of this major programme concerns ILO policy towards, and relations with, United Nations system organizations, including the Bretton Woods institutions, and other intergovernmental organizations, as well as with non-governmental organizations, with a view to strengthening the social content of multilaterally defined policies and programmes.

240.2. The resources for this programme are the same in real terms as for the biennium 1996-97.

240.1 Relations with intergovernmental and non-governmental organizations

240.3. This programme seeks to ensure that relations with the organizations of the United Nations system are carried out in a coordinated manner, taking due account of the priorities established by the Director-General and the Governing Body. The activities of this programme, carried out in close cooperation with the Liaison Office with the United Nations in New York, include participation in the meetings of the principal intergovernmental and inter-agency coordinating bodies of the United Nations system, namely the Economic and Social Council (ECOSOC) and the Administrative Committee on Coordination (ACC), as well as in selected United Nations system operations, such as ACC interagency task forces.

240.4. This programme is also responsible for developing the ILO's dialogue and consultations with the Bretton Woods institutions, taking due account of the ILO's leading role in areas of its core mandate. Information is collected and disseminated within the Office on the activities of these organizations and on initiatives undertaken by the ILO in its relations with them. Recommendations are made to the Director-General and the Governing Body on ILO positions and policies, in consultation with the concerned technical departments. When these policy positions have been decided, this programme takes the lead with regard to follow-up action, and in providing guidance within the Office to ensure that ILO concerns are promoted in an appropriate and coordinated manner in its relations with the Bretton Woods institutions.

240.5. Another responsibility of the programme is to maintain and develop relations with sectors of civil society which have interests in common with the ILO, including non-governmental organizations (other than employers' and workers' organizations). This includes the processing of applications from the latter organizations to attend the Conference and to be admitted to the Special List. The maintenance of relations with religious circles is ensured through a special subprogramme.

240.2 Liaison Office with the United Nations, New York

240.6. This programme provides for the maintenance of close liaison with the headquarters of the United Nations and other United Nations bodies in New York, as well as with national delegations, representatives of intergovernmental and non-governmental organizations accredited to the United Nations and employers' and workers' organizations participating in or observing United Nations activities. The Liaison Office keeps ILO headquarters and external offices promptly and continuously informed of developments in the United Nations relating to ILO fields of activity and ensures that ILO core priorities and interests, policies and experience are appropriately presented to the concerned United Nations fora, including the General Assembly and ECOSOC. It contributes, in consultation with headquarters, to coordination of the follow-up activities to major United Nations conferences and, in particular, the World Summit for Social Development. The Liaison Office is also responsible for the representation of the ILO at United Nations and other meetings in New York and for the preparation of regular reports to the Governing Body on developments in the United Nations. Finally, it plays an active role in managing the ILO's policy dialogue with the Bretton Woods institutions.

Major Programme 245. Active Partnership and Technical Cooperation

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
ACTIVE PARTNERSHIP AND TECHNICAL COOPERATION	16/00	8/00	3,708,720	113,788	3,822,508	6/00	4/00	1,474,944	204,010	1,678,954
COOPERATION WITH THE WORLD FOOD PROGRAMME, AND OTHER UN ORGANIZATIONS	-	-	-	-	-	-	-	-	1,200,000	1,200,000
1998-99 TOTALS	**16/00**	**8/00**	**3,708,720**	**113,788**	**3,822,508**	**6/00**	**4/00**	**1,474,944**	**1,404,010**	**2,878,954**
1996-97 TOTALS	**14/08**	**14/02**	**4,190,368**	**200,268**	**4,390,636**	**12/02**	**6/10**	**2,844,272**	**1,618,168**	**4,462,440**

245.1. The active partnership policy, which has been in operation since the beginning of 1994, is the guiding principle behind the relationship between the ILO and its constituents at the national level. Country objectives are a key element of the policy and constitute the ILO's programming framework in each member State. They have successfully promoted closer interaction between the ILO's field structure and its constituents and have served to strengthen tripartite consultation at the national level. Moreover, the establishment of the multidisciplinary advisory teams has brought the ILO's expertise closer to its constituents. The active partnership policy has therefore improved the ILO's capacity to design and deliver effective and timely technical services to its constituents.

245.2. The major programme is the result of the merger of the Promotion of technical cooperation programme (formerly programme 125.3) and major programme 245 (Active partnership). The objectives of the major programme are: the implementation of the active partnership policy and the improvement of coordination and collaboration between field and headquarters units; and the management of the ILO's technical cooperation programme as a major means of action with a view to improving its quality and impact.

245.3. The resources for this major programme are some $570,000 lower in real terms than in the biennium 1996-97 as a result of economies achieved following the merger referred to above.

245.4. With a view to achieving greater interaction between technical departments at headquarters, the multidisciplinary advisory teams and regional and area offices, the activities of the major programme include the organization of formal and informal consultations, the monitoring of the work plans of the multidisciplinary advisory teams and the identification of ways of pooling efforts and resources for the implementation of country objectives. The outcome of country objectives exercises is analysed and sub-regional, regional and global issues, themes and topics are identified on which concerted action is needed to develop specific guidelines, approaches and end products so that a prompt response can be made to requests for assistance from constituents. Staff training programmes are planned and implemented and support materials produced on various aspects of the active partnership policy and technical cooperation, including the mobilization of resources. Briefing on these issues is provided to senior management and officials joining field units. In close collaboration with the Regional Offices, the composition of the multidisciplinary advisory teams will continue to be reviewed in the light of the expressed needs of the constituents.

245.5. The work of the major programme includes the central coordination of a programme of operational activities, including the formulation of new technical cooperation proposals in response to requests from constituents in fields of ILO competence. Many of these proposals require a multidisciplinary approach involving the relevant technical units at headquarters and the multidisciplinary advisory teams in the development of technical cooperation packages and programmes. The quality of the ILO's technical cooperation activities will be maintained through the application of monitoring and evaluation mechanisms in collaboration with major programme 200 (Programming and management) to ensure that the lessons learned from technical cooperation programmes are made available to the regional and technical major programmes. This work will be supported by the maintenance of a comprehensive database to facilitate all aspects of technical cooperation activities, including the negotiation of new projects and programmes and management and reporting obligations. The database contains information on the needs of constituents, as identified in country objectives, and the priorities and requirements of donors, as well as essential data on forthcoming, ongoing and recently implemented projects and programmes.

245.6. The linkage between international labour standards and technical cooperation will continue to be promoted in close cooperation with major programme 50 (International labour standards and human rights), particularly through a mechanism to "mainstream" the issues of equality of opportunity and

treatment and the environment in technical co-operation activities. A contribution will be made to the ILO's follow-up of the World Summit for Social Development and the Fourth World Conference on Women through the promotion of appropriate technical cooperation programmes and the identification of extra-budgetary resources for their implementation.

245.7. The responsibilities of the major programme include the overall management of RBTC resources, which are used in areas of particular concern to the ILO's tripartite structure and its constitutional mandate. This involves the use of RBTC resources to attract external funding, support the initial stage of the activities envisaged in country objectives, formulate projects and programmes, and finance activities for which external funding is difficult to secure. The implementation of RBTC-funded activities will be monitored to ensure that they are in accordance with the priorities identified by constituents in country objectives.

Relations with donors

245.8. The work of the major programme includes taking responsibility for cooperation between the ILO and multilateral organizations within and outside the United Nations system in matters related to technical cooperation. Developments and trends in the international development assistance and technical cooperation environment will be analysed and advice provided to senior management and the major programmes concerned on their implications for the ILO. Advice will also be provided and documents prepared to ensure that the ILO's views and interests are effectively represented in inter-agency and intergovernmental fora. Existing cooperation arrangements will be expanded and new possibilities explored with multi-bilateral donors, regional multilateral bodies such as the European Union and other sources of funding and development partners. Opportunities will be sought to cooperate with multilateral financial institutions in operational activities and to promote the ILO's policies and priorities in these activities. The ILO's collaboration with UNDP and the United Nations system, including the World Food Programme (WFP) and the United Nations Population Fund (UNFPA), will continue to cover policies, procedures and substantive cooperation. Practical support will be provided to the field structure through the development of policy and operational guidelines to enable the ILO to cooperate effectively with the United Nations system and adapt to new means of coordination, programming and delivery, such as UNDP's country strategy notes, national execution and the programme approach.

245.9. The ILO contributes to the design, implementation and evaluation of WFP aid programmes, and particularly its food-for-work, food-for-training, cooperative development and other income-generation activities. The support provided includes advising WFP on technical and standards-related matters during the preparatory stage of project documents and participating in evaluation, review and monitoring missions at all stages of the project cycle. Specific ILO components in food-aid programmes will continue to be developed where appropriate. Extra-budgetary resources amounting to some $1.2 million are expected to be made available by WFP during the biennium 1998-99. Technical contributions will also be provided to the activities of the Department of Humanitarian Affairs (DHA), the International Fund for Agricultural Development (IFAD), the United Nations High Commissioner for Refugees (UNHCR) and various country-specific United Nations relief operations.

245.10. In accordance with the resolution on the role of the ILO in technical cooperation adopted by the Conference in 1993 and the debate in the Governing Body concerning the ILO strategy for technical cooperation in November 1994, a resource mobilization strategy will continue to be implemented to secure adequate extra-budgetary resources for the ILO's technical cooperation activities. A resource mobilization plan setting out qualitative and quantitative targets will be established for the biennium. The plan will be designed to raise awareness of the ILO's values and expertise among the donor community, expand policy dialogue and collaboration with development partners and market ILO technical cooperation packages, projects and programmes. The current donor base will be broadened in terms of both the number and type of donors and more in-depth relations will be pursued with current partners. The needs and priorities of constituents, donors and the ILO will be matched in close consultation with the field structure, which will play an increasingly important role in resource mobilization. The possibility of adapting administrative and financial rules and procedures to accommodate a more dynamic and proactive resource mobilization strategy will be explored.

Major Programme 250. Field Programmes in Africa

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
250.01	REGIONAL MANAGEMENT	2/00	4/00	788,056	156,666	944,722
250.02	REGIONAL TECHNICAL PROGRAMMES	92/00	60/00	16,691,889	7,497,614	24,189,503
250.03	RELATIONS, SERVICE AND SUPPORT	13/00	66/00	3,851,472	1,253,070	5,104,542
250.04	NETWORK OF OFFICES	37/00	184/00	9,875,338	2,790,370	12,665,708
1998-99	**TOTALS**					
	REGULAR BUDGET	144/00	314/00	31,206,755	11,697,720	42,904,475
	OTHER SOURCES	12/00	44/00	2,611,628	34,742	2,646,370
1996-97	**TOTALS**					
	REGULAR BUDGET	145/00	302/00	31,192,048	11,203,951	42,395,999
	OTHER SOURCES	11/00	28/00	2,102,160	18,000	2,120,160

250.1. There remains a great diversity in the situations of African countries, many of which are still experiencing conditions of crisis or armed conflict, while others are economically relatively strong, and even occupy an important position in certain sectors of world trade. At the same time, the disparities within countries, such as inequalities in access to education, training, employment, production factors, health care and social protection systems, are increasing. At a time of increased globalization and the development of major economic blocs, Africa's overall position in the world economy remains modest. Its marginalization is illustrated by its low rate of economic growth and the decline in formal employment, its small share of global trade and its dependence on foreign investment and aid. However, real progress can be discerned in the gradual democratization of political and social life and the return to economic growth. The dismantling of apartheid in South Africa, the emergence of multipartite political systems and trade union pluralism, and the development of a free and independent press, are all signs of progress towards greater democracy and broader participation by the population in the decision-making process. The process of economic liberalization and the increasing importance of private enterprise are also indications of major changes in African development strategies. Finally, after a period of crisis and the implementation of structural adjustment programmes, several signs of recovery are perceptible, even though the economic growth achieved in recent years has still been lower than the rate of demographic growth.

250.2. Despite their diversity, the inherent similarities of their problems and the need for regional integration mean that African countries endeavour wherever possible to adopt common solutions, exchange experiences and develop South-South cooperation. Regional and subregional organizations and political and economic blocs provide a framework for reflection and collaboration in support of the measures taken at the national and local levels. The promotion of employment, the private sector, training, social protection and democracy are common priorities on which these institutions can focus with a view to harmonizing their strategies and seeking the assistance of international partners. With a view to reducing their employment problems, African countries are seeking to adopt measures to promote the development of efficient and profitable enterprises capable of maximizing productive employment. Other priorities will be to resolve current deficiencies in education and vocational training systems, and to adapt the principle of social solidarity to the new social and political context by the establishment of expanded social protection schemes covering those who are most in need. Moreover, although democracy is being consolidated in many countries, more still needs to be done to promote the active participation of the social partners in decision-making and social dialogue.

Priorities and objectives

250.3. The priority objectives for ILO assistance have been identified in a process of consultation with its tripartite partners in each country. The ILO's priorities in the region are also based on the conclusions of the World Summit for Social Development, the Fourth World Conference on Women, the International Conference on Population and Development (1994), the Nineteenth Ordinary Session of the Organization of African Unity Labour Commission (1996).

250.4. The priorities for the region during the biennium 1998-99 are: the reduction of poverty through the promotion of employment; the protection of workers; and the promotion of democracy through social dialogue and participation. The objective of the major programme is the strengthened capacity of constituents to design and implement policies and programmes that have a significant impact in terms of promoting employment, protecting workers and improving social dialogue. The achievement of this objective will also require the consolidation of national information, planning and programming systems in African member States.

250.5. The regional programme will be implemented in a context of active partnership with the ILO's constituents. It will also include activities to follow up the conclusions and resolutions of the ILO's African Regional Meeting to be held in 1999. Technical assistance will be provided by the six multidisciplinary advisory teams located in Africa, with support from the headquarters technical departments and area offices. Donor agencies are especially concerned to support action to combat poverty and promote democracy. The implementation by the United Nations of the Special Initiative for Africa and the ILO/UNDP "Jobs for Africa" programme will provide opportunities for further action in these fields.

Combating poverty through employment promotion

Integration of employment issues into economic policies and programmes

250.6. While economic and financial adjustment programmes are beginning to have a perceptible impact on economic growth and the balance of payments, they pay little attention to social and employment issues. It is for this reason that although economic indicators are more encouraging than in the past, unemployment and underemployment rates are still high, the population in many countries is growing more rapidly than GDP per capita and poverty is increasing. Governments and the social partners, concerned with this worsening situation of poverty as well as with their poor economic performance are requesting ILO assistance to help them take social and employment issues into account in their economic policies and programmes.

250.7. The objective in this programme area is the strengthened capacity of national institutions and officials to integrate poverty reduction measures and employment promotion issues into economic policies and investment programmes. The expected results are the formulation and implementation in several countries in the region of social and economic policies that have a positive impact on job creation for all categories of the population.

250.8. Support will be provided in the framework of country action plans and will include advisory services, technical assistance and training seminars for national administrations and employers' and workers' organizations to strengthen their capacity to participate in the design and implementation of employment policies that are integrated into economic policies. As a follow-up to the Social Summit, based on the results of the "Jobs for Africa" programme, assistance will be provided each year to a number of countries to undertake an overall analysis of their employment policies. A review of national investment programmes will be carried out with a view to maximizing their employment creation potential. Subregional training seminars will be organized, in collaboration with the subregional organizations concerned, on the methodology of this type of analysis. Assistance will also be provided at the national level for the implementation of follow-up mechanisms to assess the extent to which such policies improve the employment situation and ensure equality of opportunity and treatment for the various categories of the population. At the end of the biennium, the ILO biennial meeting of employment planners in Africa will evaluate the employment policy analyses that have been undertaken and the methods and tools used to assess the employment creation potential of investment programmes.

Employment and enterprise promotion

250.9. Economic difficulties and structural adjustment programmes have resulted in a contraction of employment in the public and private sectors and an increase in the number of unemployed persons. Most of the active population therefore work in traditional agricultural activities and in the urban informal sector, where their situation is characterized by underemployment, precarity and low incomes. The progressive return to growth and the need to improve the social situation has caused governments and the social partners to include the promotion of the private sector among their priorities. However, obstacles to the emergence and development of new enterprises exist at the institutional and regulatory levels, in their access to finance and in the capacity of entrepreneurs to implement their projects.

250.10. The objective in this respect is the strengthened capacity of national institutions and officials to design and implement enterprise promotion programmes that have a positive impact on economic growth and maximize the employment creation and income-generation potential of enterprises. The expected results are the implementation of employment generation programmes in rural and urban areas for the various categories of the population based on the development of micro, small and medium-sized enterprises and cooperatives.

250.11. Technical advisory services provided will seek to develop productive activities that have the highest employment potential, provide income for a larger number of people and are most likely to be viable in the rural and urban sectors (especially through small and medium-sized enterprises, micro-enterprises and the informal sector, cooperative enterprises) and labour-intensive activities that generate income, particularly in the context of local development projects. The advisory services will also aim to promote equal opportunities, particularly for young persons, women and persons with disabilities. In collaboration with other development partners, assistance will be provided on request for the design and implementation of an institutional and regulatory environment conducive to the development of enterprises and cooperatives. In collaboration with public and private business support and training institutions, training activities will be organized for entrepreneurs in the context of national action plans, using the expertise and teaching materials developed in regional technical programmes such as ACOPAM and Improve Your Business (IYB). Information and training activities will also be used to strengthen national capacities for the use of labour-intensive methods and local resources in the sectors most concerned. Technical cooperation among developing countries will be encouraged and

technical assistance provided to networks of enterprise development organizations.

Promotion of training systems and programmes

250.12. National training systems in most African countries are not responding adequately to the needs of the economy. Moreover, their cost to the State is high. Although principally serving the modern sector, which only provides limited employment, these systems encounter difficulties in adapting to its rapidly changing skill needs. Most workers have a low educational level and acquire their training on the job, sometimes through traditional apprenticeship schemes. The urgent need to improve the productivity of enterprises, offer young persons more skills and provide workers with better opportunities for full employment is leading governments and the social partners, as well as donors, to seek the assistance of the ILO to design training systems adapted to needs and compatible with the available resources.

250.13. The objective in this programme area is the strengthened capacity of government services and employers' and workers' organizations to collaborate in the design and implementation of training policies and systems capable of adapting to the needs for skills, managed on a tripartite basis and financed by both the State and enterprises. The expected result is the establishment in a number of countries of initial and advanced training systems and the implementation of programmes to improve the skills of workers, raise productivity and increase the quality of production.

250.14. Advisory services will be provided to the tripartite constituents and national seminars will be organized to promote collaboration between the social partners for the development of training policies that are adapted to needs and integrated into economic and employment policies. The support provided will concentrate on the legal framework of training, its financing, tripartite management and planning. Technical advisory services will be provided to support institutions and training activities for trainers and private training operators. In these activities, emphasis will be placed on equality of opportunity for school-leavers, women, persons made redundant from the public service, demobilized combatants, persons with disabilities, migrant workers and long-term refugees. Technical cooperation between countries will be encouraged. The ILO will cooperate closely with UNESCO to ensure coherence between education and vocational training policies and systems.

Protection of workers' rights

Improving working conditions, environment and the health and safety of workers

250.15. Most countries are becoming increasingly aware of the need for the sustainable use of natural resources, the prevention of pollution and the assurance of a healthy working environment for workers and quality products for consumers. However, working conditions in Africa are often harsh and workers' health and safety is badly protected in the sectors where most of the population work, namely agriculture, the informal sector and domestic service. Migrant workers, women and children are among those subject to the most unsafe working conditions and environment. However, many occupational accidents and diseases that could be prevented through better information and protection still occur in the modern sector. Governments and employers' and workers' organizations are increasingly aware of this problem and of the need to seek solutions to reduce its social cost.

250.16. The objective in this field is the strengthened capacity of national administrations and the social partners to establish mechanisms to monitor working conditions, protect the health and safety of workers and collaborate in the management of the working environment. The expected results are a significant reduction in occupational accidents and diseases and an improvement in the health of workers, as a result of the participation of enterprises in prevention measures against major health risks, including AIDS. Systems for the management and control of working conditions and environment in the informal sector and in some sensitive sectors of industry and agriculture will have been tested and established in a number of countries.

250.17. Support will continue to be provided, in collaboration with WHO and national training and research institutions, for the improvement of national legislation, the strengthening of control mechanisms, the establishment of health and safety committees in enterprises, the training of health personnel and the reinforcement of the capacities of occupational health services in the fields of prevention, health care and the monitoring of workers' health and safety. In collaboration with the Joint United Nations Programme on HIV/AIDS, the support provided will take the form of advisory services, tripartite seminars and training activities for the various partners involved in combating AIDS at the workplace. These activities will concentrate on prevention, reintegration of HIV-infected persons, adapting jobs and hours of work and combating discrimination. In collaboration with national researchers, studies will be undertaken in several countries on working conditions and on the health and safety of workers in the informal sector, agriculture, mines and the building and infrastructure sector. In particular, an examination will be made of the consequences of precarious work situations and an unsafe and unhealthy working environment on productivity and their cost for the community. Subregional seminars will be organized to draw conclusions from this work and develop action plans. Information will be disseminated on the management of the working environment, study tours will be organized and support will be provided for the establishment of appropriate institutions in member States.

The strengthening and extension of social protection

250.18. In many African countries, traditional social security systems suffer from managerial problems and sometimes from serious financial crises. Moreover, they protect only a small proportion of the active population against a limited number of risks. Traditional or more recent forms of solidarity and insurance have been

developed and partially compensate for the failings of the official system at a local level, for particular categories of persons or on an individual basis. However, these initiatives are isolated and their organization and management do not always provide the necessary guarantees. Following the Eighth African Regional Conference in 1994, the ILO undertook to take action at two levels, namely the rehabilitation and reform of social security regimes, and the design and establishment of broader social protection measures. The priority needs expressed by member States confirm these orientations.

250.19. The objective in this respect is the strengthened capacity of social security institutions and their tripartite administrative bodies to adopt the necessary reforms and manage social security schemes effectively, particularly in countries where the financial situation of the schemes is most precarious. A related objective is the identification and development of broader social protection systems and the improved capacity of national institutions to establish such systems.

250.20. Audits will be carried out and advisory services provided upon request to assist in social security reforms, taking into account the adjustment programmes that are being implemented in the countries concerned. Training activities will be organized to strengthen the capacity of the tripartite partners in the management and supervision of social protection schemes. Building on the work carried out in the biennium 1996-97 to establish and test extended social protection schemes in some countries, evaluations will be carried out in collaboration with the national counterpart institutions of these projects. Further support will be provided for the design, testing and implementation of models and methods of organization and management for social protection schemes. A technical consultation will be organized with development partners and training seminars will be held for those responsible at the national and local levels for social protection. These activities will also be integrated into technical cooperation projects covering cooperatives, the development of groups of producers and artisans and the promotion of mutual savings and credit schemes.

Protection of human rights, social dialogue and international labour standards

Promotion of human rights and labour standards

250.21. Discrimination on grounds of age, race, ethnic origin, national extraction and religious or political belief, as well as on other grounds such as physical disability and HIV infection, continues to prevent certain categories of the population from achieving equal access to training, employment, factors of production (particularly land) and financing. Moreover, certain forms of forced labour persist. These problems are exacerbated in countries afflicted by armed conflict. The integration into national law of international labour standards on basic workers' rights, and particularly their application, still gives rise to problems. Only three out of 53 African countries have ratified all seven of the ILO's basic Conventions, while 15 other countries have ratified six of them. The tripartite constituents, and particularly workers' organizations, frequently call upon the ILO to assist them in the defence of basic workers' rights and the design and implementation of national measures to ensure their application.

250.22. The objective in this respect is the strengthened capacity of national partners to apply basic workers' rights in practice, work towards the abolition of all forms of forced labour, guarantee equality of opportunity in training and employment and combat the existing economic and social discrimination. It is intended that by the end of the biennium, several countries will have incorporated into their law and practice the provisions of international labour standards containing basic rights.

250.23. Advisory services and assistance will be provided to African countries for the formulation of national policies and legislation with a view to the ratification and implementation of the ILO's basic human rights instruments. In the case of migrant workers and persons affected by HIV, information and training activities will be carried out in support of action by employers' and workers' organizations in the countries concerned with a view to eliminating all forms of discrimination in employment, conditions of work and remuneration.

Elimination of child labour

250.24. The exploitation of child workers, particularly in agriculture, the informal sector and domestic service, and even as combatants, combined with the insufficient protection available to them under certain forms of apprenticeship, remain major problems in many African countries. The deterioration of the economic situation, social conflicts and population movements have made poverty worse in rural and urban areas and have weakened social and family links. Child labour is related to all of these factors and often takes the form of a deviation of traditional practices. However, with the exception of the most serious forms of exploitation, which everyone agrees should be brought an end, the progress towards the elimination of child labour remains limited in most African countries.

250.25. The objective in this respect is the mobilization of the social partners and the strengthening of their capacities to work towards the abolition of child labour. Real progress is expected, starting with the elimination of the most hazardous forms of child labour. National studies will therefore be carried out in collaboration with constituents in order to identify the most unacceptable forms of the exploitation of children, and seminars will be organized to examine the results of these studies and formulate the appropriate strategies. With the assistance of the IPEC programme, and in collaboration with the national and international partners concerned, and particularly UNICEF, national information, awareness-raising and training programmes will be organized and implemented for the elimination of child labour, and particularly its most hazardous forms. Support will be provided to the social

partners, NGOs and national associations involved in these programmes.

Promotion of social dialogue and participation

250.26. The democratization process that is taking place in most African countries, combined with the trend towards decentralization and the increasingly important role played by private entrepreneurs, places new responsibilities on the social partners. Tripartite concertation is required for the preparation and implementation of decisions in the economic and social fields at both the national and local levels. However, national authorities and administrations are reluctant to give up their former prerogatives. Violations of the principle of freedom of association still occur in some countries in the region and the social partners still do not have the necessary skills to participate effectively in decision-making bodies, particularly in institutions such as social security funds, training institutions, social funds, local communities and cooperatives. The need for improved capacity to intervene in decision-making processes and in the design of economic and social programmes is often mentioned by representatives of the social partners.

250.27. The objective in this respect is the strengthened capacity of the social partners to take part in social dialogue and contribute to the resolution of economic and social problems at the national, sectoral and local levels. The expected result, in countries where this has been identified as a priority, is the improved operation of tripartite consultation machinery, the effective participation of the social partners in the implementation of economic and social policies and programmes, and in the management of institutions concerned with social protection and vocational training institutions.

250.28. Assistance will be provided to help countries to create a legislative framework that protects freedom of association and trade union pluralism, as well as to improve the operation of tripartite consultation machinery. Training will be organized for employers' and workers' organizations to develop their expertise on important economic and social policy issues and support will be provided for training activities of this type undertaken by international and regional employers' and workers' organizations. Current technical cooperation projects in fields such as cooperatives, training, social funds and social protection systems also provide a channel for information and training activities for the social partners responsible for their management. These activities will be supplemented by the organization of subregional tripartite seminars and study tours to promote exchanges of experience on tripartite management. Training in the practical implementation of tripartism will also be provided to labour administration officials through the African Regional Labour Administration Centre (ARLAC) and the African Regional Centre for Labour Administration (CRADAT).

Strengthening of information, planning and programming systems

250.29. ILO constituents in the region need better labour information systems and programme management capacities in all the priority fields of ILO activities in Africa. These needs apply to both administrations and the social partners, since a sound analysis of information is required for the success of negotiations and participative management. They are also vital for the implementation of ILO programmes and the national execution of technical cooperation projects.

250.30. The objective in this respect is the improved competence of the ILO's partners in all the countries in which it undertakes activities to collect, process and use statistical, economic and labour information for the purposes of analysis, planning and management. By the end of the biennium, these partners will have gained greater skill and autonomy in the planning, management and evaluation of their programmes.

250.31. Advisory services and support will be designed to promote an optimal use of information by national institutions, including ILO documentation and technical reference materials, and to develop the methods and skills of national officials responsible for employment planning, labour market information systems, data collection and the statistical analysis of social and labour issues. Training activities and technical support will also be provided for the strengthening of labour market information systems, as well as for the establishment and development of employment and training observatories. Assistance will be provided for the development of courses on labour market information in statistical training schools in the region. Training activities will also be organized on statistics and actuarial analyses for the staff of social security schemes and on statistics of accidents and diseases and data on the health of workers for the staff of health-care institutions. National and regional institutions and employers' and workers' organizations will be assisted in the development of training programmes responding to the needs of the social partners and training will be provided for personnel managers in enterprises on methods of analysing the impact on productivity of remuneration systems, job classification systems, working hours, the working environment, safety and diseases such as AIDS.

Support from headquarters

250.32. The support from headquarters will consist, in the first place, of studies and research carried out in collaboration with the field structure on the social and economic situation in Africa and the impact on employment of economic and social policies, national programmes, the organization and practices of enterprises and technological developments. Substantial support will also be required from headquarters and the Turin Centre in the formulation of methodologies and tools, training materials and information products in English, French and Portuguese. Headquarters will continue to play an important role in providing, in cooperation with the

field units, technical advisory services to constituents, in relaying programme proposals to international development partners, and particularly donors, and in guiding the field structure on how and where to seek financing. Headquarters will also play an important role in the evaluation of the activities carried out and in staff training. The training programmes and activities of the Turin Centre and the International Institute for Labour Studies will provide valuable support for the regional programme.

Resources

250.33. The regular budget resources for this major programme, which amount to some $42.9 million, show a total increase of about $508,000 in real terms over the biennium 1996-97. This mainly results from an increase of some $429,000 in RBTC field project allocations, and a net increase of some $79,000 in staff and non-staff costs. Furthermore, extra-budgetary funds including SPPD and STS facilities will be made available for the development and implementation of the field programmes in Africa. These programmes will be organized, managed and monitored under the supervision of the Regional Office, by a network of 12 area offices and six multidisciplinary advisory teams.

250.1. Regional management

250.34. Provision is made under this programme for the general management and coordination of all the activities carried out under the major programme, the Assistant Director-General in charge of ILO activities in the region, secretarial support and travel.

250.2. Regional technical programmes

250.35. Provision is made under this programme for six multidisciplinary advisory teams based in Abidjan, Addis Ababa, Cairo, Dakar, Harare and Yaoundé. The location, coverage and composition of the teams will be kept under review taking into account current priorities and consultations with the concerned countries. The teams will work in close collaboration with the ILO offices in the region for the identification of country objectives and priorities. They will also formulate programmes, provide advisory services to constituents and support technical cooperation activities.

West Africa Multidisciplinary Advisory Team

250.36. The team is located in Abidjan and covers the following seven countries: Benin, Burkina Faso, Côte d'Ivoire, Ghana, Niger, Nigeria and Togo. It provides technical support to the Inter-African Centre for the Development of Vocational Training (CIADFOR) in Abidjan and maintains technical relations with subregional organizations such as the West African Economic and Monetary Union (UEMOA) and the "Conseil de l'Entente". The team is composed of seven technical advisers.

East Africa Multidisciplinary Advisory Team

250.37. The team is located in Addis Ababa and covers the following 11 countries: Comoros, Djibouti, Ethiopia, Eritrea, Kenya, Madagascar, Mauritius, Seychelles, Somalia, United Republic of Tanzania and Uganda. The team maintains technical relations with the Secretariat of the Organization of African Unity and the United Nations Economic Commission for Africa. The team is composed of ten technical advisers.

North Africa Multidisciplinary Advisory Team

250.38. The team is located in Cairo and covers the following six countries: Algeria, Egypt, Libyan Arab Jamahiriya, Morocco, Sudan and Tunisia. It is responsible for maintaining technical relations with the League of Arab States and the Arab Labour Organization. The team works closely with the Regional Office for Arab States. The team is composed of six technical advisers.

Sahelian Africa Multidisciplinary Advisory Team

250.39. The team is located in Dakar and covers the following nine countries: Cape Verde, Gambia, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Senegal and Sierra Leone. It maintains technical relations with subregional organizations, such as the Permanent Interstate Committee for Drought Control in the Sahel. The team is composed of seven technical advisers.

Southern Africa Multidisciplinary Advisory Team

250.40. The team is located in Harare and covers the following nine countries: Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia and Zimbabwe. It provides technical support to the African Regional Labour Administration Centre (ARLAC) based in Harare, as well as advisory services to subregional organizations such as the Southern Africa Development Community (SADC) and the Preferential Trade Area for Eastern and Southern African States (PTA). The team is composed of nine technical advisers.

Central Africa Multidisciplinary Advisory Team

250.41. The team is located in Yaoundé and covers the following eleven countries: Angola, Burundi, Cameroon, Central African Republic, Chad, Congo, Equatorial Guinea, Gabon, Rwanda, Sao Tomé and Principe and Zaire. It also provides technical support to the African Regional Centre for Labour Administration (CRADAT) in Yaoundé. The team is composed of seven technical advisers.

Technical cooperation

250.42. RBTC credits for field projects in Africa will be used to respond to requests for technical assistance from governments and employers' and workers' organizations in the region. These resources will be used to finance activities set out in the action plans developed on the basis of country objectives. They will also cover activities with regional and subregional

organizations, meetings with development partners and donors on priority subjects of common interest, the dissemination of information on the results and experience of regional and subregional activities and the development of technical cooperation between member States in the region. The technical cooperation programme financed from extra-budgetary sources will focus on projects in the fields of: employment promotion, enterprise and cooperative development, vocational training and rehabilitation, social protection, working conditions and occupational safety and health, the elimination of child labour, the participation of women in development, labour administration and industrial relations, employers' and workers' activities, employment information and labour statistics. In line with the policies of the international donor community and the development needs and priorities of member States, technical cooperation activities will continue to be carried out in the framework of national, subregional or regional programmes and will emphasize the enhancement of capacities at the national level. Particular importance will be given to the exchange of experience through technical cooperation between countries in the region.

250.3. Relations, service and support

250.43. Provision is made under this programme for the Deputy Regional Director and for the personnel, financial and administrative functions of the Regional Office, including supervision and administrative support for ILO offices in the region. This programme also covers the regional programming unit, computer support and documentation services. Resources are also included for an annual meeting of directors of ILO offices and multidisciplinary advisory teams in the region.

250.44. Provision is also made for the maintenance of relations with: the ILO's tripartite constituents at the regional level; the Organization of African Unity, and in particular its tripartite Labour Commission; the United Nations Economic Commission for Africa and the other specialized agencies of the United Nations system in the region; and intergovernmental and non-governmental organizations.

250.4. Network of offices

250.45. Provision is made under this programme for area offices in Abidjan, Addis Ababa, Algiers, Antananarivo, Cairo, Dakar, Dar-es-Salaam, Kinshasa, Lagos, Lusaka, Pretoria and Yaoundé. The location and geographical coverage of these offices will be kept under review taking into account the changing country needs in the region.

Major Programme 260. Field Programmes in the Americas

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
260.01	REGIONAL MANAGEMENT	2/00	3/00	701,436	162,720	864,156
260.02	REGIONAL TECHNICAL PROGRAMMES	70/04	55/00	14,120,928	6,740,745	20,861,673
260.03	RELATIONS, SERVICE AND SUPPORT	14/00	49/00	4,810,616	1,049,200	5,859,816
260.04	NETWORK OF OFFICES IN LATIN AMERICA AND THE CARIBBEAN	20/00	76/06	6,348,880	2,134,100	8,482,980
260.05	THE WASHINGTON BRANCH OFFICE	8/00	2/00	1,153,000	585,000	1,738,000
1998-99 TOTALS						
	REGULAR BUDGET	114/04	185/06	27,134,860	10,671,765	37,806,625
	OTHER SOURCES	-	24/00	901,000	269,372	1,170,372
1996-97 TOTALS						
	REGULAR BUDGET	112/04	187/06	26,740,972	10,662,190	37,403,162
	OTHER SOURCES	-	28/00	923,000	134,060	1,057,060

260.1. Democracy is becoming better established in the Americas region and political stability has greatly improved. In this context, the establishment and proper functioning of social dialogue and tripartite consultation at the national and local levels is an essential factor in fostering peace and democracy, particularly in countries that are emerging from situations of conflict. Changes are also required in industrial relations systems to adapt them to a context of economic liberalization and regional integration. In most countries in the region, reforms are being introduced to respond to the new economic and political situation, in which tripartite dialogue can play a vital role in encouraging a broad measure of support for economic policies aiming at growth with employment creation.

260.2. The recent slowdown in economic growth from an annual average of 3.6 per cent between 1990 and 1994 to 1.7 per cent in 1996 has interrupted the moderate recovery experienced during the first half of the nineties and affected progress made in the region in the field of employment. Moreover, the economies in the region have become more vulnerable in the wake of the Mexican crisis. The main cause of the setback in economic recovery is the new adjustment measures adopted to cope with accrued imbalances. Although many countries in the region are being successful in containing inflation, slower economic growth is leading to increasing open unemployment, stagnating minimum wages and deteriorating real industrial wages.

260.3. Employment expansion has been insufficient to offset the growth in labour supply in the region. Job creation in the private sector depends both on the pace of economic growth and on the stage of restructuring reached by a country. Countries at a more advanced stage of structural adjustment generate jobs more rapidly than those in the early stages of the process, even where rates of economic growth are similar. As the level of employment is reduced in the public sector as a result of privatization and measures to reduce fiscal deficits, the informal sector absorbs a significant share of the labour supply, mainly in low productivity and low-income jobs. Eighty-four out of every one hundred new jobs created are in the informal sector, which accounts for over 50 per cent of non-agricultural employment in the region.

260.4. Progress continues to be made in the processes of regional integration in Latin America and the Caribbean. Chile is now a party to the MERCOSUR agreement, while Panama has been invited to join the Andean Pact, recently converted into the Andean Economic Union. However, in order to counteract a tendency to concentrate mainly on trade, investment and competitiveness, greater attention needs to be given to the social and labour dimensions of regional integration. The liberalization of trade has tended to bring to the forefront factors that influence competitive advantage and differences in labour costs and social policies. In addition to multilateral discussions, including those in the ILO's tripartite bodies, there is a need for more analysis of these issues in the context of MERCOSUR.

Priorities and objectives

260.5. In the light of the social and economic problems in the region, and through a process of regular consultation with the ILO's constituents on their priority needs, the following three major objectives have been identified for ILO action in the region:

- the promotion of democracy in a new economic and social context;
- the expansion of productive employment and the reduction of unemployment; and
- the improvement of working conditions and social protection.

260.6. The above priority objectives are in accordance with the conclusions and recommendations adopted at major international fora, including the World Summit for Social Development, regional and

subregional meetings of Ministers of Labour and meetings of employers' and workers' organizations. In the context of the active partnership policy, support and technical assistance will be provided to constituents based on a demand-driven approach, particularly in the context of the activities set out in the country objectives formulated in consultation with the tripartite constituents at the national level. A selection of topics has also been made in the framework of national and regional programmes for execution with extra-budgetary funds, which have increased over the past biennium as a result of the support of constituents and the increased interest shown by major donors.

Promotion of democracy in a new economic and social context

260.7. The consolidation of the democratic process in Latin American countries remains a major concern for the ILO in the region, with particular emphasis on promoting broader participation by the institutions of civil society in social and economic development. In this respect, there is a need for the further development of tripartite consultative mechanisms as a channel for social dialogue through which the viewpoints of the social partners and governments can be reconciled.

260.8. The ILO's initiative of promoting its fundamental Conventions has been successful in the region and has made a significant contribution to the promotion of basic human and workers' rights. In view of the different levels of support required by member States, an approach with three main components will continue to be pursued, consisting of: the further strengthening of national institutions and the capacity of the social partners to participate in tripartite social dialogue, as a basis for broader participation and democratic consensus; the enhancement of social dialogue in the new economic context, with the inclusion of new policy areas; and the pursuit of consistency between the need for national dialogue and the process of decentralization in response to economic challenges.

Promotion of fundamental ILO standards

260.9. As part of the follow-up to the Social Summit, which recognized the effectiveness of the ILO's standard-setting action, the Director-General's initiative for the ratification of the ILO's Conventions on basic workers' rights has resulted in important progress being made in the region, both in terms of further ratifications and in the requests for assistance made to overcome problems in their application. However, special efforts still need to be made to encourage countries that have not yet ratified the fundamental Conventions to do so. In many cases, the reasons for non-ratification are related to technical problems, such as the absence of legislation on a particular topic. The provision of technical assistance can be of a great value in overcoming problems of this nature. The ratification and application of the ILO's basic standards, and particularly those relating to the prohibition of forced labour and child labour, freedom of association and the right to bargain collectively, non-discrimination in employment, and equal remuneration for men and women workers, is identified as priority objective in the country objectives of most countries in the region.

260.10. The objective in this respect is an improved understanding by constituents of the ILO's fundamental standards, with a view to their wider ratification and implementation. Although many countries in the region have already ratified these standards, it is hoped to significantly increase the overall rate of ratification in the course of the biennium. A related objective is the development of the capacity of the officials responsible for labour legislation in Ministries of Labour and employers' and workers' organizations to make use of ILO standards in their work. The dissemination of information and the organization of seminars and training activities will be continued, including the arrangement of national seminars on international labour standards in the Andean countries and in selected Central American and Caribbean countries. Technical advisory services will also be provided to countries that are emerging from war situations to promote the ratification of the fundamental Conventions and improve the application of those that they have already ratified.

260.11. Building on the ILO's successful experience in Central America, and particularly in the peace process in Guatemala, activities will be carried out in a number of countries in the region to promote equitable social and economic development, in accordance with the Indigenous and Tribal Peoples Convention, 1989 (No. 169). Training and information will be provided to constituents and the representatives of indigenous peoples with a view to the incorporation of indigenous rights in national laws and regulations. Technical advisory services will be supplied to assist national authorities address the political and social exclusion of indigenous peoples. Regional and national seminars will be organized and studies undertaken on the social protection of ethnic groups, minorities and vulnerable groups, with a view to the integration of indigenous peoples. The ILO will also assist in the implementation of the sectoral components of the Guatemala peace agreement, particularly in relation to social and labour issues.

Strengthening social dialogue

260.12. The process of trade liberalization has become the basic element of the new development strategy in the Americas, which is centred on economic integration in the region. The process is already affecting labour systems in the countries involved and, as such, is providing a new need for ILO action to promote social justice through the application of fundamental labour standards. The predominance of the market and diminished interventions by the State require an increased presence of the social partners. Without their active participation, economic progress is unlikely to be accompanied by proper observance of the principle of social equity and will not therefore be sustainable. In view of the new trends in production in the context of economic integration, it is therefore necessary to develop a new approach to labour relations, which should not be confined to issues of labour legislation, but should include the questions of productivity and technological change. The strengthening of social dialogue has been identified as a

priority in the region in most of the country objectives that have been prepared.

260.13. The objectives in this programme area are: the improved capacity of employers' and workers' organizations to play an active role in the process of tripartite consultation in the context of globalization and integrated markets; and the adoption of innovative policies on issues of social justice and economic performance by the constituents. It is expected that, by the end of the biennium, substantial progress will have been made in areas such as employment policy, solidarity, competitiveness in the context of economic integration, the enforcement of basic workers' rights and social protection for workers, including migrants. Advisory services, including technical guidelines, will be provided at the regional and national levels. Technical assistance will also be supplied to employers' and workers' organizations to strengthen their capacity to participate in regional fora and in social dialogue in the context of the modernization of production and structural adjustment. In all these activities, emphasis will be placed on ensuring that increased competitiveness is secured in the context of a constructive system of labour relations.

Modernization of Ministries of Labour

260.14. In a context in which State intervention is tending to diminish in the economy and in production, Ministries of Labour are being called upon to play a different and more active role, which includes the adoption of initiatives to promote tripartite mechanisms and extend social protection. Their new role sometimes extends to mediating between the Ministries responsible for economic affairs and social policies. This new role requires the development of new analytical capacities, particularly with a view to the proposal of new issues for inclusion in the policy agenda, such as training and vocational programmes adapted to the new labour market requirements and reforms to adapt legislation to the characteristics of emerging occupational categories. Permanent contacts need to be maintained with professional organizations focusing on the development of new strategies by the social partners that respond to the process of regional integration.

260.15. The objective in this programme area is the strengthened capacity of Ministries of Labour to develop new approaches to their role and responsibilities in a changing environment. By the end of the biennium, it is expected that modifications in the functions of most Labour Ministries will have been proposed and agreed upon by the tripartite constituents and other social and economic actors with a view to their effective implementation and application.

260.16. The assistance provided by the ILO in this respect will include the development of appropriate methodologies and instruments for the monitoring of tripartite dialogue, as well as the introduction of technical issues and topics into collective bargaining processes at the national, sectoral and local levels. Emphasis will also be placed on the harmonization of social legislation within the various regional groupings, particularly on issues such as minimum wages, social protection and active employment policies. In collaborative activities with the Organization of American States (OAS), technical inputs will be provided to the economic integration and labour issues working group and the working groups on social dialogue and collective bargaining, with the aim of promoting mechanisms for effective social dialogue in the context of the process of integration in the Americas.

Expansion of productive employment and the reduction of unemployment

260.17. The stability in unemployment indicators in the region shows that no real progress has been made in the absorption of the unemployment. ILO assistance will therefore be needed to assist in the design and implementation of labour policies and measures that contribute to the creation of employment, particularly as a follow up to the Social Summit, the Miami Summit on the establishment of a Free Trade Zone in the Americas and the process of social and economic integration on the continent. The assistance provided in this respect will build on the progress made during the biennium 1996-97, when new areas of intervention were identified, including: employment promotion in the informal sector; employment creation in the urban sector, with special emphasis on investments and the improvement of living and working conditions; enterprise restructuring; policies and measures to relieve the impact of privatization on employment; the improvement of productivity; and vocational training.

Employment policies

260.18. In terms of employment, the countries in the region are experiencing broadly similar problems. Formal wage employment in private enterprises and the public sector accounts for around 45 per cent of the employed urban labour force, while the other 55 per cent work in small enterprises and informal activities. About 7 per cent of the economically active population are in open unemployment. Research conducted in the various countries shows that a considerable proportion of the population is affected by poverty and that inequalities appear to be growing. Wages are lower than their pre-crisis levels, and income from labour is also low in relation to productivity growth. In this context, active employment policies for full, productive, appropriately remunerated and freely chosen employment are a priority at both the national and regional levels, with emphasis being placed on the creation of new good quality jobs, particularly for young persons and women. An essential component of these policies consists of training programmes for new entrants to the labour market and retraining programmes for the displaced and retrenched. An important aspect of employment creation is the adoption of programmes and measures to promote the establishment and growth of private enterprises, particularly by facilitating their access to credit, markets, training and technology in an integrated regional economic environment.

260.19. The objective in this respect is the enhanced capacity of ILO constituents to assess the long-term effects on employment of current economic trends, as a

basis for the design and implementation of active employment and training policies that are consistent with labour market requirements and adapted to the needs of enterprises. By the end of the biennium, it is expected that governments in the region will have developed the analytical capacity to design new policies and programmes of action and carry out the necessary reforms. They will also have adopted appropriate social policies to enhance economic growth and employment generation and will have established monitoring mechanisms of the labour market situation.

260.20. A number of means of action, including the development of country objectives through tripartite consultation, the provision of technical advisory services and support for technical cooperation activities, will be used to assess and advise on national employment and labour situations. These activities will provide a better basis for the continued provision of guidance to constituents to assist in the development of an appropriate policy framework. Tripartite social dialogue will be fostered in this context, as well as dialogue at the international level as a means of influencing the policies of the international community. Emphasis in this respect will be placed on adapting social and labour policies to globalization, promoting employment and ensuring a level of labour protection that is consistent with economic and social needs. The assistance provided will include the identification and dissemination of initiatives at the decentralized and local levels for the adoption of innovative forms of employment, working conditions and working time arrangements that are in compliance with basic labour standards.

Informal sector and poverty alleviation

260.21. In view of the rapid growth of the labour force over recent years, the comparative stability of unemployment rates shows that, despite the modest pace of economic growth, new jobs have in fact been generated in the region. However, a significant proportion of these are low-income and low-productivity jobs in the informal sector. National and local authorities need to develop an understanding of the approaches that can be adopted to promote the integration of informal activities and workers into formal sector institutions, including social security systems. Analyses carried out in previous biennia of the causes and the level of poverty, of studies on social exclusion and of poverty monitoring identified the need for country-specific programmes supported by international efforts in order to help eradicate poverty.

260.22. The objectives in this programme area are the strengthened capacity of constituents and government agencies to formulate appropriate policies and to reorient the informal sector towards productive areas; and the improved capacity of governments and the social partners to design and implement national poverty alleviation programmes. Studies will be undertaken on the regulatory framework of the informal sector and will focus on the progressive integration of informal sector workers into the formal sector. New strategies will be developed for the enlargement of the social security system to the informal sector. Assistance will be provided to national authorities for the design and implementation of programmes for the integration of informal sector workers as contributors to the tax and pensions schemes. Training activities will be carried out with local authorities with a view to the integration of urban informal micro-enterprises into the formal sector. Assistance will also be provided to constituents for the formulation or strengthening of national poverty eradication plans, the components of which will include poverty monitoring, education and training for marginalized groups and investment in infrastructure.

Training

260.23. The emergence of open and competitive economies, in which productivity and quality improvements are supported by technological innovations, is reflected in the deep-rooted transformations in the training environment in the region. Increased competitive demands in a context of greater economic integration have created pressure to upgrade and renew the skills of the labour force. In response to the new situation, many of the countries in the region have undertaken substantial reforms in their systems for the training and development of human resources, with a trend emerging for the creation of national training systems in which both the State and the private sector play leading roles. The result has been the demise of the quasi-State monopoly of vocational training, in favour of training imparted by enterprises, private organizations, NGOs and other public bodies. Decentralized and multi-agency vocational training networks are replacing centralized schemes. Despite their long-standing tradition of participation in decision-making bodies in the field of vocational training, employers' and workers' organizations, alongside the governments in the region, therefore need to develop new and more effective and dynamic forms of participation in training systems.

260.24. The objective in this programme area is the improved capacity of the actors involved to contribute to the relevance, efficiency, effectiveness, equity and sustainability of the national training effort. With the support of the Inter-American Research and Documentation Centre on Vocational Training (CINTERFOR), assistance will be provided for the design of policies and strategies and the preparation of innovative training programmes that reinforce the organization and functioning of national training systems. Assistance will also be designed to promote the development of major national vocational training institutions and enhance the capacities of Ministries of Labour and employers and workers' organizations in Latin American and the Caribbean. Vocational training programmes will be organized on "total quality management" and other related internationally accepted standards, such as ISO 9000, as well as on the funding of vocational training systems. CINTERFOR will also participate directly in the execution of regional and subregional programmes for target groups, such as women and youth, the strengthening of databases on training and the development of networks of national vocational training centres.

Monitoring labour market information

260.25. A thorough diagnosis of the employment and labour market situation, and the identification of the relevant constraints and challenges, helps countries develop effective means of action to combat unemployment. A sound system of labour market information (LMI) is therefore needed by member States and the social partners so that they can monitor the performance of the labour market at all the stages of its development. An information network was created during the biennium 1996-97 with the assistance of the social partners, national institutions and bureaux of statistics throughout the region. Periodic information on labour market variables reflecting the situation in each country as regards growth, employment and labour standards was provided to member States through the "labour index". These activities were instrumental in developing and maintaining a close dialogue with the social partners and enterprises.

260.26. This examination of the overall labour performance of each country contributed to the identification of criteria for the development of a "labour label", indicating the quality of the national labour market performance. The "labour label" will be based on the progress achieved in fields such as economic growth, employment productivity and the application of labour standards. The capacity to generate comparable information on these factors will contribute greatly to international understanding and support for the common pursuit of the goal of full employment. Combined with the "country risk" evaluations made by the financial institutions, the establishment of a "labour label" should encourage international support for countries that improve their labour and social performance, while ensuring sustainable economic growth.

260.27. The objective in this respect is the improved access of constituents and other agents to comparable information on labour and social progress in the member States in the region. Activities in this field will focus on the further development of instruments to monitor the labour market situation and prospects in the region. Periodic reports and bulletins will be produced and disseminated, as well as the *Labour overview*, the ILO's annual report on the labour market situation in the region. Subregional and national workshops will be organized with a view to the preparation of the "labour label". Technical advisory services will also be provided to regional institutions working in the field of labour market information. The labour index will continue to be produced in consultation with the constituents and will be the main input for the development, at the request of governments, of the "labour label". As a result of these activities, the ILO's position on the labour situation will be well-known in the region and its role as "social conscience" reinforced in the international system.

Equality of opportunity

260.28. Activities to promote equality for women and men in the world of work will be closely linked to the strategic objectives and recommendations for action set out in the Declaration and Platform for Action adopted by the Fourth World Conference on Women. In addition to its standard-setting activities, the Declaration acknowledges the role played by the ILO in tackling the problems of women's poverty, education and training, women in the economy, women in decision-making, mechanisms to promote the advancement of women and women workers' rights. Studies carried out in the Americas region during the past biennium highlighted the need to provide social protection to vulnerable groups of women, such as homeworkers, rural women workers, domestic workers, part-time workers and, in broader terms, women who work in precarious and informal activities in general. Constituents, including employers' and workers' organizations, therefore need to develop an improved knowledge and understanding of these problems, leading to wider acceptance of the need to develop social protection schemes to cover these excluded groups.

260.29. The objective of ILO activities in this field is therefore an improved understanding by national authorities and the social partners of the basic relationship between gender equity and development, and the enhancement of their capacity to combat gender discrimination effectively in the world of work in accordance with the fundamental ILO Conventions. Information and advice will be provided on how vulnerable groups of women workers can be covered by appropriate social protection schemes. By the end of the biennium, it is expected that the tripartite constituents will have established comprehensive national strategies and appropriate legislation to promote the participation of women in socio-economic development, improve their working conditions, promote their representation at the institutional level and enhance their technical and managerial skills.

260.30. Technical advisory services will be provided to the tripartite constituents to assist in the establishment of national strategies for equality and to strengthen their institutional capacity. Training activities will be organized, including the training of trainers, based on the ILO's policy statement "More and Better Jobs for Women" and its multimedia training package on gender, poverty and employment. Pilot projects will also be implemented to combat women's social exclusion and poverty in selected sectors, particularly through micro-enterprise development programmes. Technical assistance will be provided to support the organization of unorganized women workers and to strengthen national and supra-national networks representing women workers that are already active in the region. At the request of member States, assistance will be provided to improve the application of fundamental ILO Conventions, including the Equal Remuneration Convention, 1951 (No. 100), and the Discrimination (Employment and Occupation) Convention, 1958 (No. 111), as well as other ILO Conventions of particular relevance to women, such as the Workers with Family Responsibilities Convention, 1981 (No. 156).

Improving working conditions and social protection

260.31. Changing patterns of work in the region make necessary the monitoring of regulations governing working conditions. Increased global competition does not always encourage improved conditions. The situation requires a sustained effort by ILO constituents to ensure that a low-price comparative advantage is not accepted if it is the result of an erosion of international labour standards and lower working conditions. Member States face major challenges in guaranteeing basic workers' protection and, at the same time, encouraging improvements beyond minimum standards.

Occupational safety and health

260.32. Regional integration and globalization have an impact on occupational safety and health. Pressure to achieve increased competitiveness makes it important to cut costs, often with a consequent decline in working conditions. However, experience shows that bad working conditions are not conducive to productivity improvements. Moreover, pressure is mounting at the international level for occupational safety and health standards be observed in the manufacture of tradable goods. There is therefore a pressing need for increased awareness by governments and the social partners of the relationship between equitable working conditions and productivity.

260.33. The objective in this programme area is an improved understanding by governments and employers' and workers' representatives of the relationship between better working conditions and improved productivity. Guidance will continue to be provided on the improvement of both productivity and working conditions through the application of methodologies such as Work Improvements in Small Enterprises (WISE). Training activities will also be designed for employers' and workers' organizations on the achievement of a better organization of work in enterprises. Emphasis will be placed on the dissemination of up-to-date information on occupational safety and health to governments, employers' and workers' organizations and enterprises through such media as CD-ROM and Internet. The results of the 14th World Congress on Occupational Safety and Health (Madrid, 1996) will provide additional guidelines for ILO action in the region, culminating in the organization of the next Congress in Brazil in 1999, which will be the first hosted by a Latin American country. A further area in which assistance will be provided will be to review proposed changes in systems of risk insurance at the workplace, particularly in high-risk sectors such as construction and mining.

Social protection

260.34. Many governments have been evaluating and reforming their social security systems, particularly in the light of the requirements of structural adjustment policies. The restructuring of social security schemes has gone through a number of stages. The pension system reforms implemented in most of the countries in the region have involved a change from a collective system to one based on private savings, with the emergence of dual systems combining collective and private components.

260.35. The objective in this programme area is an improved knowledge and understanding by policy-makers and the managers of social security schemes of the available options in the field of social protection with a view to the adaptation of social security systems to the economic and social requirements of each country. Assessments will be carried out of existing systems and, where possible, alternatives will be proposed at the request of governments. Based on the experience of reforms acquired in some countries of the region, studies will be made into the possibilities for their application in other countries. Actuarial models will be revised and training will be organized for the staff of the schemes concerned. In support of these activities, studies will be undertaken on important issues affecting the social protection system, such as the situation of older workers.

260.36. In view of the large number of workers involved, social protection in the informal sector is a very important issue in the region. In the activities undertaken in this programme area, a strategy will therefore be adopted that takes into account both the formal and informal sectors. Guidance will be provided to constituents on approaches that can be adopted for the protection of informal sector workers. The assistance provided for the extension of social protection schemes to the informal sector will be closely related to activities to promote the integration of informal sector enterprises into the formal sector.

Child labour

260.37. It is estimated that between 30 and 40 million children are involved in various types of work in this region. Another very significant figure is the rate of school drop-outs, which stands at 48 per cent. The extent of the phenomenon in Latin America is undoubtedly related to the overall increase in poverty over recent years. The situation is all the more alarming since, not only are child workers deprived of their youth and in many cases exposed to dangerous conditions at work, but they also lack the opportunity to obtain an appropriate education at school. This implies that, as adults, their qualifications will not match the requirements of the labour market and that they will largely be condemned to remaining below the poverty line. There is therefore an obvious need to eliminate child labour and in particular to prevent children from ending up in situations of danger and/or slavery. In response to this need, combined with the growing concern for the social dimension of globalization and the progress of economic integration processes, the ILO has embarked on a worldwide programme to progressively eliminate child labour (IPEC). It should be noted in this respect that IPEC is becoming increasingly integrated into the multidisciplinary advisory teams and that many country objectives include the eradication of child labour among their priorities.

260.38. The two main objectives of IPEC in the region are: the strengthening of the institutions involved in the formulation and implementation of

national action programmes for the eradication of child labour; and the establishment of a regional information network on issues and statistics related to child labour. At the end of the biennium, it is expected that, in addition to the ones already established, national coordinating committees will have been set up in a large number of South American and Central American countries with responsibility for the formulation of national action programmes in cooperation with the appointed national IPEC coordinators. Major projects will be carried out in both subregions in high risk sectors, such as mining, construction and child prostitution. Emphasis will also be placed on promoting the ratification of the Minimum Age Convention, 1973 (No. 138), and the harmonization of systems of labour inspection.

260.39. A distinction will be made between two groups of countries in the region. Action programmes in the first group of countries, to which the highest priority is attached, will focus on: social mobilization, through activities to raise the awareness of officials in employers and workers' organizations, civil servants, teachers and the media; technical assistance, mainly in the fields of labour inspection, legislation, data collection (household surveys) and the formulation of national plans; and direct interventions in education programmes and high risk sectors. No national committees will be established in the second group of countries, either because they would not be justified by the scope of the problem, or because other factors impede more direct involvement by IPEC in the country. Activities in these countries will concentrate on the provision of technical assistance in the areas mentioned above. National seminars will be organized on child labour and research projects will be carried out. Regional seminars will also be held on topics such as labour inspection and statistics as they relate to child labour. An annual report will also be prepared on the child labour situation in the region. A regional information database on child labour will be integrated into the ILO's regional labour market information system. A number of these activities will be carried out in collaboration with other agencies and it is expected that a good number of governments in the region will make direct financial commitments to programmes and measures in the field of child labour.

Support from headquarters

260.40. The work of the regional major programme will require support from the technical major programmes at headquarters in many areas. For example, information will be needed on the activities that employers' and workers' oganizations have undertaken in other regions for the reinsertion of workers in enterprises that have been privatized with successful experiences on collective bargaining and social tripartite dialogue. Technical support will also be required on reconversion and training programmes for youth and women. Major programme 60 (Employment and training) will be requested to support follow-up activities to employment policy reviews and technical cooperation programmes for the design and implementation of active employment policies. Technical advice and support will also be on issues related to the protection of temporary migrants and illegal workers. In the field of environment and the world of work, assistance will be sought from headquarters for the integration into national safety and health plans of methods and practices to improve working conditions and environment at the workplace, including the work improvements in small enterprises (WISE) methodology. Technical assistance for the revision of labour legislation and the promotion of international labour standards, as well as in the field of indigenous peoples' rights, will be requested from major programme 50 (International labour standards and human rights). Assistance with wage reforms productivity improvements will be sought from major programme 65 (Enterprise and cooperative development), while expertise to assess and develop the new functions of Labour Ministries will be requested from major programme 80 (Industrial relations and labour administration). Technical assistance will also be provided under major programmes 225 (Employers' activities) and 230 (Workers' activities) on issues related to employment, economic growth, productivity and social tripartite dialogue.

Resources

260.41. The regular budget resources for this major programme amount to some $37.8 million. This shows an increase of 1.1 per cent in real terms, which is mainly due to an increase in the RBTC provision. In addition, SPPD, STS and other extra-budgetary resources will be used for activities designed in close consultation with donors and the constituents. Efforts will be made to obtain supplementary resources through new trust fund agreements for technical cooperation programmes and projects. The activities of the major programme will be carried out through the Regional Office, a network of area offices in San José, Port-of-Spain, Buenos Aires, Brasilia and Mexico, the Andean Unit, four multidisciplinary advisory teams and CINTERFOR in Montevideo.

260.1. Regional management

260.42. Provision is made under this programme for the management and coordination of the activities of the major programme, the Assistant Director-General in charge of activities in the region, secretarial support and travel costs.

260.2. Regional technical programmes

260.43. Provision is made under this programme for the four multidisciplinary advisory teams responsible for the following subregions: the Andean countries, the Caribbean, Central America and the southern Cone countries.

Caribbean Multidisciplinary Advisory Team

260.44. This team is located in Port-of-Spain (Trinidad and Tobago) and covers the following countries: Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the

Grenadines, Suriname and Trinidad and Tobago. The team may be called upon to provide services to other countries or territories. The team will be composed of seven technical advisers and will provide technical advisory services to the tripartite constituents on policy and technical issues within the ILO's core mandate. It will also work closely with the Port-of-Spain Office in the preparation and updating of country objectives and the implementation of ILO programmes.

Southern Americas Multidisciplinary Advisory Team

260.45. The team is located in Santiago (Chile) and covers Argentina, Brazil, Chile, Paraguay and Uruguay. It provides technical support and guidance for ILO activities at the national and subregional levels, in close consultation with governments, employers and workers' organizations. The team also fulfils the functions of area office for its host country (Chile). In exercising its responsibilities, the team, which is composed of nine technical advisers, will work closely with the ILO offices in Buenos Aires and Brasilia and the Andean Unit in Lima. Under the overall responsibility of the Regional Director, the work of the team will also include the maintenance of relations with the Economic Commission for Latin America and the Caribbean (ECLAC), the Latin American Caribbean Institute for Economic and Social Planning (ILPES) and the regional offices of UNESCO and FAO.

Central American Multidisciplinary Advisory Team

260.46. The team is located in San José (Costa Rica) and covers Costa Rica, Cuba, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, Mexico, Nicaragua and Panama. The work of the team, which is composed of nine technical advisers, including the director, will consist principally of providing technical advisory services to tripartite constituents on policy and technical issues within the ILO's core mandate. These activities will be carried out within the framework of the ILO's programme of assistance to Central American countries, and will be coordinated by the Regional Office for the Americas. The team will collaborate in this work with the ILO offices in San José and Mexico.

Andean Multidisciplinary Advisory Team

260.47. The team is located in Lima (Peru) and covers Bolivia, Colombia, Ecuador, Peru and Venezuela. It may be called upon to provide services to other countries or territories. The work of the team, which is composed of ten technical advisers, will consist of the provision of technical advisory services to the ILO's tripartite constituents in these countries. Under the overall responsibility of the Regional Director, the work of the team will include the development of relations with the Andean Economic Union, based in Lima.

CINTERFOR

260.48. The Inter-American Research and Documentation Centre on Vocational Training (CINTERFOR) in Montevideo will continue to exchange information within the established network of vocational training institutions, with particular emphasis on young persons, women and workers affected by technological changes at the enterprise level. It will promote and develop training policies, particularly with training institutes that are members of the Centre. Support services will also be provided to the four multidisciplinary advisory teams with a view to the formulation of vocational training programmes that are adapted to the changing needs of the region.

260.3. Relations, service and support

260.49. Provision is made for the post of Deputy Regional Director, whose responsibility includes the overall coordination of programmes and assistance to the Assistant Director-General. The Regional Programming Unit will be responsible for regional programming and evaluation functions. Programme follow-up and evaluation will be assured at the regional and area office levels through the ILO monitoring, evaluation and reporting system (MERS). The Andean Unit will continue to be responsible for the planning and management of ILO activities in the Andean countries (Bolivia, Colombia, Ecuador, Peru and Venezuela). Provision is made for a special adviser on social and economic integration, who will provide technical support to strengthen the social dimension of the regional integration process, for a public information and communications officer and for a local post of computer systems specialist. The functions of this programme include financial and administrative services and logistical support to the regional structure for the effective implementation of ILO policy, programmes and activities. They also include the provision of all the necessary personnel, financial and administrative support, including decentralized financial operations. The programme will also be responsible for maintaining relations with international and regional organizations.

260.4. Network of offices in Latin America and the Caribbean

260.50. Provision is made under this programme for ILO offices in Buenos Aires, Brasilia, Mexico, Port-of-Spain and San José. In comparison with the 1996-97 budget, the regular budget resources for these offices are reduced in real terms by some $148,000. This reduction results mainly from economies in administrative costs.

260.5. The Washington Branch Office

260.51. The Washington Branch Office will continue to maintain and develop relations with agencies and organizations that deal with social and labour issues in the United States. These include government agencies and employers' and workers' organizations, as well as regional, bilateral and multilateral organizations;

research, human and civil rights organizations; academic circles and others interested in the basic charter of the ILO. The Office will gather and disseminate information on labour issues and provide essential services to support ILO technical cooperation activities, such as the recruitment of experts, the acquisition of equipment and the placement of fellows in the United States.

Major Programme 265. Field Programmes in Arab States

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
265.01	REGIONAL MANAGEMENT	2/00	3/00	675,036	68,140	743,176
265.02	REGIONAL TECHNICAL PROGRAMMES	19/01	9/00	3,411,648	1,678,550	5,090,198
265.03	RELATIONS, SERVICE AND SUPPORT	8/00	32/00	2,267,252	577,880	2,845,132
1998-99	**TOTALS**					
	REGULAR BUDGET	29/01	44/00	6,353,936	2,324,570	8,678,506
	OTHER SOURCES	0/04	-	56,448	17,504	73,952
1996-97	**TOTALS**					
	REGULAR BUDGET	29/01	44/00	6,353,936	2,144,570	8,498,506
	OTHER SOURCES	-	-	-	16,896	16,896

265.1. The economic and social situation of the countries of the region is characterized by considerable differences, with many countries enjoying the relative calm and stability that is conducive to social peace, dialogue and development, while others continue to suffer from social tension, civil war and regional conflict. In particular, the low-income countries in the region confront widespread poverty and unemployment, whereas others benefit from relatively high export revenues. Moreover, the slowdown in economic growth in many countries, and in some cases the onset of recession, has resulted in the generation of fewer employment opportunities at a time when the structural demand for labour is changing. In a context of high rates of population and labour force growth, educational and training systems have not adapted to the changing skill requirements of the labour market and of economic modernization. Moreover, the economic reforms and structural adjustment programmes that are being implemented in many countries have led to a rise in poverty, open unemployment and underemployment, as well as to lower levels of social protection and a greater wastage of human potential. To deal with these problems adequately, Ministries of Labour and other concerned government agencies need to improve their technical capacities in the fields of labour market information, employment services, issues relating to migrant workers, labour policies and legislation, labour inspection, vocational guidance and training.

265.2. However, several encouraging trends have emerged as a result of the modernization of the economies of the region, together with social and institutional change and the movement towards peace. In particular, there has been an increase in the labour force participation of women, particularly in the professional categories, the services sector and some types of industrial employment, although in other sectors, many women workers are not recorded in the official statistics. Increased job opportunities for women, greater awareness of their rights and equality of opportunity and treatment remain major issues in the region.

265.3. Despite certain progress in the region in terms of the democratization of society, action is still required in some countries for the establishment of effective social dialogue between governments and the representatives of employers and workers through viable tripartite mechanisms. The establishment and development of strong and representative organizations of workers and employers also remain essential for balanced economic development and social justice.

Priorities and objectives

265.4. The country objective reviews so far completed in the countries of the region emphasize the continuing relevance and importance of the principal objective of the major programme, namely enhancing the institutional and policy framework for employment creation and poverty alleviation, social protection and the promotion of democracy. In the activities carried out to achieve this objective, emphasis will be given to the promotion of international labour standards, democracy and human rights, which relate to all the major programme's fields of activity. These activities will also be designed to strengthen the capacities of decision-makers and the social partners to extend social protection, establish closer linkages between training issues and employment policies, promote equal opportunities for women and strengthen policies and measures for the rehabilitation of persons with disabilities. The work of the major programme will be planned and implemented in a context of dialogue with the ILO's constituents in the region. It will also be carried out in collaboration with international and regional agencies and in the light of the conclusions, resolutions and recommendations of regional and international meetings, including the World Summit for Social Development, the Fourth World Conference on Women and the Arab Labour Conference.

265.5. Priority will be given to assisting the countries and territories directly concerned in the peace process in the region, such as Gaza, the West Bank and Jordan, with a view to maximizing the economic and social benefits of the process. The ILO's contribution in

this respect will continue to concentrate on capacity-building activities for officials responsible for labour and social policies and for the representatives of employers and workers. The ILO will continue to show flexibility in responding to evolving situations and needs in the subregion.

Poverty alleviation and employment promotion

Developing employment policies and programmes

265.6. Slower rates of economic growth, combined with rapid population growth and the impact of economic liberalization and structural adjustment programmes have resulted in the persistence of high rates of unemployment and underemployment in many countries in the region. As a result, poverty is becoming more widespread in an increasing number of countries and the income gap between the various categories of the population is also widening. In this context, policy-makers in the region need to develop their capacity to design and implement innovative economic and social policies, based on the analysis of reliable labour market data, with a view to generating the type of growth that leads to economic recovery, the alleviation of unemployment and poverty and the optimum utilization of human resources.

265.7. Although women workers encounter constraints and obstacles that have their roots in tradition, a renewed reading of the regional culture and a thorough analysis of developmental needs are opening the door for strong statements and initiatives that underline the importance of women as principal partners in development through their work. The main constraints in this respect include the lack of adequate technical and managerial training for women, their limited access to self-employment and wage-employment in small enterprises and to positions of responsibility. Moreover, many women workers are not reflected in official statistics, which do not adequately cover women's productive work in the non-market economy. To facilitate the integration of women into the world of work, it is therefore essential to develop gender-sensitive labour market information.

265.8. The objective in this programme area is the enhanced capacity of constituents to contribute to long-term sustainable growth through the design and implementation of policies and strategies to create employment, monitor developments on the labour market, eradicate poverty and identify the support needed by vulnerable categories of the population. Of equal concern in this respect is the objective of expanding wage-employment opportunities for women and their further integration into the broader development process in accordance with international labour standards. Special attention will also be paid to the issues of youth employment, rural employment and migrant workers.

265.9. These objectives will be pursued through the organization of specialized training, particularly for the officials responsible for policy-making, the provision of advisory services and support for regional and national projects and activities. To support and guide this work, comprehensive employment policy reviews will be carried out in four countries. The technical support provided to governments and the social partners in this respect will concentrate on the creation of an institutional and macroeconomic environment that promotes productive employment in the formal and informal sectors. Guidelines and manuals will be prepared for decision-makers and government officials and training seminars and workshops will be organized for employers' and workers' representatives on employment policies and strategies.

Human resources development

265.10. Countries in the region have been experiencing difficulties in updating and revising their training systems in response to the changing needs of the labour market. The uneven management of training institutions, the shortage of qualified trainers and experts and a lack of proper curricula and training materials are common obstacles to the effective deployment of the workforce. The problem is sometimes compounded by the limited coordination between the ministries responsible for education, training and human resources development. There is therefore an urgent need to strengthen national capacities to provide a coordinated policy response to the continuously changing needs.

265.11. The objective in this programme area is the enhanced capacity of policy-makers in the region to formulate and implement coherent and effective human resources development policies and develop new approaches to the organization, management and institutionalization of vocational training systems that are capable of linking both education and skills training to the needs of rapidly changing labour markets. In addition to the provision of advisory services, technical backstopping and the dissemination of information, training manuals will be published and training activities organized at the regional and national levels aimed at establishing life-long training and training flexibility as basic concepts. An important objective in this respect will be the achievement of a better linkage between training and labour market needs in the private and informal sectors through skill programmes that include training for self-employment and small business creation. In these activities, emphasis will be placed on empowering women workers through training in managerial, planning and evaluation skills, and the integration of persons with disabilities and other underprivileged categories of the population into skill training systems with a view to their vocational integration. An underlying element in making training provision more responsive to the needs of markets and the population is to increase the role of employers' and workers' organizations in the planning, monitoring, financing and evaluation of training.

Promoting employment through small enterprise development

265.12. Self-employment and micro and small enterprises (SMEs) are becoming the major source of income and employment opportunities in the region.

However, SMEs face constraints to their development at several levels, including limited access to credit, inadequate technological and marketing skills and limited managerial capacity. There is a lack of clear and comprehensive policies for the sector, while the institutional framework for the provision of assistance and support to SMEs is often fragile. Providers of services in the fields of credit, marketing, training and technology tend to favour medium and large enterprises. Although income-generating activities for women are widely encouraged in the Arab countries, women also tend to face the constraints described above.

265.13. The objective in this programme area is the enhanced capacity of the tripartite constituents to design and implement policies and programmes that promote the creation of small enterprises. Advisory services and support will be provided for technical cooperation programmes delivering a range of practical, needs-based services to artisans and small enterprises, such as consultancy, business management training using the "Improve Your Business" (IYB) training package, the establishment of credit facilities and local and international business linkages. Training programmes for small contractors will be organized and assistance will be provided in the assessment of the institutional and legal framework in which small enterprises have to operate.

Capacity-building of labour administrations

265.14. In spite of the substantial efforts that have been made in recent years at the national and regional levels to improve the efficiency of labour administration systems, they still do not have adequate capacities to respond to the major challenges facing the countries in the region with regard to employment promotion, the modernization of labour markets, the development of human resources and the improvement of working and living conditions. To fulfil their important role in social and economic development, Ministries of Labour in the region need to improve their capacity to provide effective services in the fields of labour inspection, employment services, working conditions and social protection, and to strengthen their research and labour market information capabilities.

265.15. The objective in this respect is the improved capacity of Ministries of Labour in countries in the region to play a more active role. This objective will be pursued through the provision of advisory services, support for technical cooperation projects and other types of technical assistance and institution-building activities. Training will also be an important component of these activities, supported by the development of training materials and the collection and dissemination of information concerning the relevant international labour standards. In order to develop a more participative approach to the work of labour administrations, particularly through the involvement of the social partners, emphasis will be placed in these activities on the establishment of appropriate tripartite mechanisms for social dialogue and tripartite consultation on social and labour issues and the improvement of the consultative capacities of labour administration systems to enable them to respond to rapidly changing needs in technical fields.

Rehabilitation services for persons with disabilities

265.16. Social unrest and military conflicts have contributed significantly to the growing problem of disability in several countries in the region. In most of these countries, the limited services available are unable to meet the rising demand for vocational rehabilitation services. Although more organizations for persons with disabilities have been established in recent years and are becoming more active role in influencing policy-makers with a view to promoting the rights of persons with disabilities, the majority of the services provided still need to adopt more modern and effective approaches to rehabilitation designed to promote the mainstream integration of persons with disabilities.

265.17. The objective in this respect is the improved knowledge and expertise of policy-makers and officials working in this field to develop comprehensive vocational rehabilitation policies and operate integrated community-based vocational rehabilitation services for the reintegration and rehabilitation of persons with disabilities, including ex-combatants and ex-detainees. The principal means of action used to meet this objective will include advisory services, support for technical cooperation projects and training activities that promote and support effective strategies to enhance self-employment and wage employment for people with disabilities, particularly through the provision of integrated vocational rehabilitation services, including vocational training, employment services and activities to raise awareness of the rights of persons with disabilities. It is expected that these activities will help to increase the awareness and receptiveness of policy-makers and local communities to the importance of community-based vocational rehabilitation programmes. Another expected outcome of these activities is the creation of a better policy environment and integrated programmes for the social and economic reintegration of ex-combatants and ex-detainees in the region.

Promotion of democracy, human rights and social dialogue

265.18. In recent years, the concepts of democracy and political liberalization have become central to political debate within and outside the region. Further progress in the democratization of society requires wider acceptance of basic ILO principles on workers' rights, equality and social justice and the more widespread ratification of the relevant Conventions. In this context, tripartite cooperation in economic and social policy-making has an important role to play in forging democratic societies in the region that are productive and respect the principles of social justice.

265.19. The general objective in this programme area is the more widespread application and ratification of the ILO's Conventions on basic workers' rights and the reinforcement of the capacity of the social partners to engage in social dialogue on a regular basis with a view to understanding and coping with the

changing situation and defending their respective interests. In this context, particular emphasis will be placed on the promotion of the basic international labour standards and their improved application through the provision of information and advisory services. With a view to promoting social dialogue, it is of particular importance for governments, employers and workers to combine forces in order to identify the difficulties hindering their consultation and cooperation processes and to adopt practical measures to increase their effectiveness. The ILO will therefore work closely with its constituents for the further consolidation of the march towards democracy in the region and the achievement of greater respect for human rights.

Strengthening workers' organizations

265.20. Despite its long history in some countries, the trade union movement in the region continues to suffer from a number of serious constraints, compounded by newly emerging challenges. Workers and their organizations are generally absent from economic and social debate as a result of the lack of viable tripartite structures and mechanisms, as well as the necessary capacity to participate effectively in social dialogue. In certain countries, workers have still not obtained full recognition in law and practice of the basic principles of freedom of association, the right to organize and collective bargaining, with a view to establishing representative organizations to serve as vehicles for their involvement in the social and economic development of their countries. In other countries, trade unions need to redefine their roles and functions to adapt to the new needs emerging as a result of deregulation, structural and technological changes, the changing structure of the labour market and the increased number of women workers. They therefore require leaders with the knowledge and skills necessary to enable them to formulate long-term strategies for the development of workers' organizations and the promotion of workers' rights.

265.21. The objective in this programme area is the development of trade union leaders and officials with the necessary capacities and knowledge to play an active role in the establishment of independent, democratic and representative workers' organizations capable of: promoting trade union rights, including the right to organize and collective bargaining, and the observance of international labour standards; raising awareness of equality and gender issues; and promoting better conditions of work. The assistance provided to achieve this objective will include technical advisory and consultancy services, needs assessment missions, research and support for the design and implementation of projects. Meetings and seminars will be organized at the national, subregional and regional levels, and training courses will be provided for trade union leaders and instructors with a view to strengthening the structure and management of workers' organizations, improving the technical knowledge and negotiating skills of trade union officials and enhancing workers' education capacities. These activities will be supplemented by the administration of fellowships for trade union leaders and the provision of support for the preparation, adaptation, translation and dissemination of workers' education manuals, guides and other relevant training materials. Throughout this work, emphasis will be placed on ensuring a more equitable and efficient participation of women in trade unions.

Improving the capacities of employers' organizations

265.22. The overall objective of employers' organizations is to be active and constructive partners in the development of democracy, economic stability, the labour market and an operating environment for enterprises that enables them to achieve the social and economic objectives set out in national development plans. However, the nature of trade, production, employment and work is changing dramatically in response to the globalization of markets and increased competition. In this context, in order to enhance their sustainability and credibility in their respective countries, employers' organizations need to re-examine their policies, role and responsibilities with a view to the delivery of valuable services to their member enterprises.

265.23. The objective in this field is the strengthened capacity of employers' organizations to establish a permanent position in national tripartite mechanisms, develop their credibility with their members and contribute to reducing social pressures. The assistance afforded to employers' organizations to achieve this objective will include the organization of training activities, such as seminars, workshops and conferences, and the provision of advisory services and support for technical cooperation activities. In these activities, importance will be attached to establishing information networks and communication programmes in individual employers' organizations and to providing opportunities for less developed organizations in the region to benefit from the experience and technical knowledge of more developed associations.

Working conditions and social protection

Extension of social protection

265.24. Although social security schemes are well-established in the majority of countries in the region and provide benefits covering a wide range of contingencies, large categories of the population remain outside their legal or practical scope and are essentially unprotected. These include migrant workers, agricultural workers, domestic servants, informal sector workers and non-nationals. The limited scope of the schemes is often compounded by poor compliance with systems which, in terms of their structure, coverage and operations, remain substantially unchanged since their inception. Most schemes give priority to income maintenance benefits in the event of the temporary or permanent interruption of employment, although in the light of the increased cost of health care, many countries in the region are considering the introduction of compulsory health and old-age insurance. Nevertheless, many countries lack the institutional and policy-making capacity to address these issues effectively.

265.25. The objective in this respect is the strengthened capacity of government officials and employers' and workers' organizations to develop social protection schemes that meet national needs and to improve the management and administration of existing schemes, with a view to the provision of better benefits and the extension of coverage to categories of the population that are currently excluded. Specialized training will be organized for the government officials concerned, as well as for employers' and workers' organizations. Advisory services will be provided on the legal, administrative and actuarial aspects of social security systems, particularly with a view to extending their coverage, improving their management and developing social safety nets. These activities will be designed to contribute to the extension of special protection to self-employed workers, persons with disabilities, migrant workers and agricultural and informal sector workers, and to improve the benefits provided.

Promotion of occupational safety and health

265.26. The growing recognition in the region of the importance of sound occupational safety and health policies for the attainment of higher productivity, the reduction of work-related diseases and accidents and the protection of the environment has resulted in increasing demands by constituents in the region for ILO assistance in this field. The objective in this programme area is therefore the strengthened capacity of national officials and the social partners to improve safety at work through the revision of safety and health regulations, their improved application and the design and implementation of occupational safety and health policies.

265.27. Activities in this field will build on the technical cooperation activities that have been implemented in a number of countries, leading to the revision of safety and health regulations, the development of operational safety and health monitoring laboratories and the establishment of a sustainable training programme for occupational safety and health representatives. The assistance provided to the tripartite constituents will continue to include training activities for occupational safety and health personnel, assistance in the upgrading of legislation and activities to strengthen the capacity of labour inspectors to fulfil their inspection function. Emphasis in this work will be placed on chemical safety, the prevention of major industrial accidents and institutional development. In collaboration with the Occupational Health and Safety Institute of the Arab Labour Organization, support will be provided for inter-ministerial coordination with a view to harmonizing occupational safety and health policies at the regional level. Collaborative efforts will also be intensified to involve all Arab States in the development of occupational safety and health activities.

Special programme in support of the Palestinian Authority and employers' and workers' organizations

265.28. The country objectives and consultations with the parties concerned point to the overwhelming importance of poverty alleviation and employment promotion in Gaza and the West Bank. Although Palestinian workers have some access to employment in Israel and other countries in the region, solutions have to be sought primarily through economic development and the expansion of employment opportunities. Support is needed by the Palestinian Authority and by employers' and workers' organizations to develop effective approaches to these problems and for the development of a democratic society in which due regard is given to human rights and workers' welfare. With a view to consolidating peace through the economic and social advancement of the Palestinian people, the ILO objective in this field is the enhanced capacities of the Palestinian Authority and employers' and workers' organizations to address the pressing economic and social needs in Gaza and the West Bank.

265.29. In the light of developments in the region in recent years, the ILO has provided considerable assistance to Gaza and the West Bank, including training activities, technical advisory services, and the provision of equipment in the fields of labour administration, labour statistics, labour legislation, vocational rehabilitation, employment promotion, small enterprise development, rehabilitation of ex-detainees and capacity-building of employers' and workers' organizations. ILO action will continue to focus on capacity-building through fellowships, seminars and workshops, supplemented by the provision of technical advisory services and equipment. The ILO's financial resources will be used as seed money with a view to obtaining extra-budgetary funding through the identification and formulation of technical assistance programmes. As a result of these activities, it is expected that the Palestinian Authority will have acquired the equipment, facilities and trained staff required to monitor the labour market and to strengthen its institutional framework, policies and systems in the fields of training, labour administration, employment services, labour legislation, occupational safety and health, the start-up and development of small enterprises, and the rehabilitation and reintegration of disadvantaged groups of the population, and particularly ex-detainees and persons with disabilities. It is also expected that by the end of the biennium the employers' and workers' organizations will have also acquired the equipment, facilities and expertise required for undertaking their priority activities.

Support from headquarters

265.30. The technical support required by this major programme from headquarters will include the provision of expertise in specific fields in which it is lacking in the region. It will also include the provision of technical advice and, whenever necessary, the dissemination of information on trends and experiences in other regions. In particular, technical

inputs from headquarters will be needed for SPPD and STS activities, as well as for ad hoc and advisory missions. In view of the priority issues described above and the expertise available in the Arab States Multidisciplinary Advisory Team, support from headquarters will be required, in particular, in the fields of social security, occupational safety and health, labour legislation, labour statistics, cooperatives and the elimination of child labour.

Resources

265.31. The regular budget resources for this major programme amount to $8,678,506, which is $180,000 above the 1996-97 level. This increase is the result of additional RBTC resources allocated for technical projects in the Arab States. In addition, Programme Support Income, as well as SPPD and STS facilities, may increase during the biennium 1998-99. Other extra-budgetary resources will be used for the development of technical cooperation activities in the region.

265.1. Regional management

265.32. Provision is made under this programme for the management and coordination of all the activities of the major programme, which continues to be the focal point for relations with regional and subregional Arab institutions. Provision is also made for the Assistant Director-General responsible for ILO activities in the region, travel and secretarial assistance.

265.2. Regional technical programmes

Arab States Multidisciplinary Advisory Team

265.33. The Arab States Multidisciplinary Advisory Team is located in Beirut, Lebanon, and has the following geographical coverage: Bahrain, Iraq, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syrian Arab Republic, United Arab Emirates, Yemen and the West Bank and Gaza. The team is composed of nine technical advisers in the fields of: employment and manpower planning, international labour standards, labour administration, small enterprise and management development, vocational training, vocational rehabilitation, employers' activities, workers' activities and women workers' questions. One team member, with the necessary general service support, is based in Kuwait. Provision is made for ad hoc advisory services in technical fields not directly covered by the team.

265.34. With respect to technical cooperation, emphasis will continue to be placed on responding to the needs of constituents and establishing a close relationship with development partners, including donor institutions and regional and subregional organizations. In particular, programmes of joint activities will continue to be formulated and implemented in cooperation with the Arab Labour Organization (ALO), the Economic and Social Commission for Western Asia (ESCWA), the Executive Bureau of the Council of Ministers of Labour and Social Affairs in the Gulf Cooperation Council States, the International Confederation of Arab Trade Unions (ICATU), the General Union of Chambers of Commerce, Industry and Agriculture in the Arab Countries, the Arab Council for Childhood and Development (ACCD), the Center of Arab Women for Training and Research and the Arab Gulf Programme for United Nations Development Organizations (AGFUND). Technical cooperation activities in the region mainly concern projects in the fields of vocational training, vocational rehabilitation, employment promotion, small enterprise development and cooperative development. The team will support a major technical cooperation programme, expected to be financed from extra-budgetary resources, designed to strengthen the development capacity of the Palestinian Authority.

265.3. Relations, service and support

265.35. Provision is made under this programme for administrative support for the planning, coordination, implementation and follow-up of ILO activities in the region; the financial management of the regional programme; the monitoring of economic developments in the region; and the dissemination of information on ILO activities. This work is carried out in close consultation with the Arab States Multidisciplinary Advisory Team. Provision is also made for the maintenance of relations with regional institutions. The programme's activities in the field of public information and documentation will continue to include relations with the media in the region and the translation of ILO publications into Arabic, with a view to promoting knowledge of the ILO and its activities. Negotiations are in progress with the Government of Kuwait concerning the possible establishment of an office of an ILO representative in that country.

Major Programme 270. Field Programmes in Asia and the Pacific

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFES-SIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RE-SOURCES
270.01	REGIONAL MANAGEMEN[illegible]	2/00	2/00	598,316	115,600	713,916
270.02	REGIONAL TECHNICAL [illegible]OGRAMMES	73/00	50/00	13,461,912	6,063,726	19,525,638
270.03	RELATIONS, SERVICE AN[illegible]D SUPPORT	12/06	62/06	4,004,300	1,213,955	5,218,255
270.04	NETWORK OF OFFICES	41/00	176/03	11,606,326	3,348,673	14,954,999
1998-99 TOTALS						
	REGULAR BUDGET	128/06	290/09	29,670,854	10,741,954	40,412,808
	OTHER SOURCES	1/06	49/06	1,509,890	249,611	1,759,501
1996-97 TOTALS						
	REGULAR BUDGET	129/06	270/09	29,611,212	10,300,396	39,911,608
	OTHER SOURCES	1/06	49/06	1,052,688	10,953	1,063,641

270.1. Despite their impressive economic performance over recent years, there remain wide divergences in the economic and social conditions within and between countries in Asia and the Pacific. Asia still accounts for almost two-thirds of the world's estimated 1.1 billion poor, with the largest concentration in South Asia. The region also includes a large number of economies in transition and small island economies, many of which are facing serious problems of poverty, unemployment and underemployment.

270.2. A number of important global changes are affecting the economic and social situation in Asia and the Pacific. These include the new world trade arrangements, which are resulting in reduced protection for domestic industry and the gradual elimination of preferential quotas to markets in the advanced industrialized countries. The pace and volume of intra-regional trade and investment flows are increasing as domestic markets expand, trade is being liberalized within existing regional blocs, such as the ASEAN Free Trade Area (AFTA), and new trading partnerships are emerging across the Asia Pacific rim, in the form of the Asia Pacific Economic Cooperation (APEC). As the role of the State diminishes and public sector activities are increasingly privatized, the resulting restructuring and downsizing will require appropriate safety nets and the redeployment of the displaced labour force into alternative jobs. In order to adapt to the far-reaching global changes, the small island economies of the Pacific will have to design development programmes that take particular account of their special circumstances.

270.3. The challenge for the region is to sustain and broaden economic growth, accelerate efforts to alleviate poverty, ensure a more equitable distribution of the benefits of growth and narrow income gaps within and between countries. Critical to the success of these efforts is the translation of economic growth into increased demand for labour and the establishment of mechanisms and institutions which ensure that employment is remunerative and productive and that conditions of work are sound. However, as the need for competitiveness has intensified and economic liberalization has removed constraints on labour mobility, the protection of workers' rights and the promotion of international labour standards have emerged as central concerns. In this respect, in a free market environment, stronger labour market institutions and greater respect for fundamental ILO principles, and particularly freedom of association, can go a long way towards promoting social harmony and laying the foundations for sustained growth in the region.

Priorities and objectives

270.4. The alleviation of poverty through the creation of productive and remunerative employment and the promotion of social justice continues to be of central importance in the region, particularly in view of the increasing pace of economic liberalization, globalization and regionalization. It is therefore of great importance to strengthen Ministries of Labour and employers' and workers' organizations so that they can respond to these challenges. These trends have accentuated the need for a well-trained and adaptable labour force to provide countries with increased competitiveness in export markets. However, the pressures of increased competitiveness have led to the exploitation of workers in many countries, and particularly of women, and vulnerable groups such as children, in labour-intensive industries. Serious problems of retrenchment and redeployment have also arisen as a result of industrial restructuring as the former centrally planned economies undergo market reforms and mixed economies adjust to trade liberalization. In nearly all the countries in the region, the recent trends in the world economy have placed increasing pressure on industrial relations systems to ensure that terms and conditions of employment, including wages, are competitive and at the same time fair. There is also an urgent need for the improved protection of workers, especially in the field of occupational safety and health, as well as for the development and extension of social protection systems to provide adequate coverage for the entire population, including the unorganized sector.

270.5. Taking account of the work carried out during the biennium 1996-97, such as the ILO country

employment policy reviews to be implemented as a follow-up to the World Summit for Social Development, comprehensive and well-integrated policy packages, including innovative micro-action programmes that can be replicated for wider use, will be designed and developed by the ILO's advisory and technical services, spearheaded by the multidisciplinary advisory teams with the support of the headquarters technical units. These policies and programmes will address the long-standing and emerging issues identified through the process of policy dialogue with the constituents in the region and the country objectives exercises, including employment and human resources development, the problems of women workers, the protection of migrant workers and the promotion of micro and small enterprises (SMEs) and the improvement of working conditions and environment. These issues are central to the concerns expressed at the World Summit for Social Development and the Fourth World Conference on Women.

Employment and poverty alleviation

Comprehensive employment policies and human resources development strategies

270.6. In their efforts to deal with the problems of unemployment, underemployment and poverty alleviation, governments in the region are becoming increasingly aware of the need to combine policies for productive employment generation with the development of education and training systems and the strengthening of institutional capacity to monitor and implement policy measures. With a view to adopting new and cost-effective approaches to enhance the employability and productivity of the labour force, existing skills training systems are being modified and new institutions set up. In designing new policies, policy-makers in the region need to be able to learn from each other and share their experience. They are also turning to the ILO for assistance in reviewing existing human resources development and employment generation policies and for the development of measures that minimize skill mismatches through appropriate and cost-effective investments in education and skills training.

270.7. The objective in this programme area is the strengthened capacity of governments and the social partners to design and implement integrated strategies for employment generation and human resources development. With a view to achieving this objective, in-depth reviews and analyses of employment and human resource development policies and investigative studies of the functioning of the labour market will be carried out in a number of countries in the region by the multidisciplinary advisory teams with the active participation of the social partners. These will lay the basis for the provision of comprehensive advice, integrated employment policies and human resources development strategies. Emphasis will be placed on the development of national capacity for the regular monitoring of the labour market and the use of labour market indicators as a basis for proactive policy formulation. In view of the limited employment generation capacity in other sectors, priority will be given to measures to encourage the establishment of micro and small enterprises, particularly in the informal sector. Advisory services will be provided to assist in the design and implementation of skills development policies and systems to cope with the changing skill needs. Assistance will be concentrated on creating a favourable economic environment for SMEs and facilitating their access to productive resources, especially to credit, infrastructure and training in technical and business skills. Special attention will also be paid to the needs of the rural sector through labour-intensive infrastructure projects and the support provided for activities to encourage the growth of rural industries.

Women workers

270.8. Although women are active agents in development, they are still unrecognized, underpaid and overworked. They also face a variety of problems arising out of discrimination, low socio-economic status, the double burden of family and economic responsibilities, sexual harassment and other factors. Improving the status, education, skill levels and terms and conditions of work of women is vital in order to break the vicious circle of poverty in many Asian countries. In the formal sector, the major task is to ensure that manufacturing offers women secure, safe, remunerative and long-term employment. However, a large proportion of women workers in the region are self-employed or unpaid family workers, concentrated largely in the rural areas. The policies and measures that are adopted to encourage the development of self-employment and micro-enterprises need to address more effectively the issue of productive employment for women. Effective action to improve their situation requires a multi-pronged approach and effective cooperation between a wide range of government agencies, employers' and workers' organizations and NGOs to deal with the issues of employment, training, poverty and social protection.

270.9. The major objective in this respect is the strengthening of national capacity to implement plans of action as a follow up to the Fourth World Conference on Women. Assistance will be provided to governments, the social partners and NGOs for the formulation and implementation of strategies and programmes which comprehensively address the issues of: the progressive elimination of discrimination against women in employment; employment promotion and income generation; organization building and participation; and social protection. Particular emphasis will be given to workers in the unorganized sectors and in non-standard forms of employment, including migrant women workers. In all these activities, priority will be given to promoting the economic empowerment of women, awareness building on women and gender issues, and the promotion of women workers' rights.

Migrant workers

270.10. Migration has emerged as a central issue for both labour-sending and labour-receiving countries in the region. Labour-sending countries are increasingly concerned to improve the treatment and protection of migrant workers, both documented and undocumented, while labour-receiving countries are expressing growing preoccupation at the rapid increase in the flows of undocumented workers, especially to the countries of South-East and East Asia, which are facing labour and skill shortages. Under pressure to reduce the migration of unskilled workers, and especially female domestic workers, a number of labour-sending countries are giving higher priority to the development of domestic employment opportunities and the implementation of programmes for the productive re-absorption of return migrants. In order to achieve these goals, it is necessary to expand skills training programmes to meet the needs of both domestic and export markets.

270.11. Building on the experience acquired by the ILO, the objective in this area is the development and maintenance of mechanisms permitting a more orderly movement of labour across international borders and affording better protection to migrant workers. Studies will be undertaken and advisory services provided to assist in the development of systems that afford better protection for migrant workers, and especially the more vulnerable female migrant workers, and the formulation of more transparent plans and programmes to deal with foreign workers in labour-receiving countries. Assistance will be provided to both labour-sending and labour-receiving countries to strengthen mechanisms with a view to facilitating cross-border flows at a reasonable cost to the migrants, including the movement of skilled workers to meet skill shortages or surpluses. In all of these activities, emphasis will be placed on promoting the ratification of international labour standards on the protection of migrant workers' rights and improving their application in both law and practice.

Employment promotion in a context of industrial restructuring and technological change

270.12. The former centrally planned economies are encountering serious problems of retrenchment and redeployment as they undergo market reforms and adjust to trade liberalization. These problems are exacerbated by the impact of technological change and the fluctuating nature of foreign investment flows. However, most of these countries have not developed comprehensive policies and programmes to deal with the problems arising out of retrenchment, redundancies and redeployment. In many cases, responses are ad hoc and on a case-by-case basis. There is therefore an urgent need to develop proactive policies and concrete programmes to deal with these problems.

270.13. The objective in this respect is the enhanced capacity of governments in the region, through Ministries of Labour and Manpower, to develop sound policies to deal with the problems arising out of retrenchment and redundancies in a manner that is consistent with ILO principles and standards. Drawing on the ILO's experience and knowledge in this field, and in close consultation with the tripartite constituents, programmes will be developed and designed for the redeployment and retraining of the workforce. Emphasis will be placed on ensuring that these programmes are supported by agreements between the employers and workers most closely involved in the restructuring process.

Micro and small enterprise development

270.14. The increasingly limited potential of large enterprises to provide substantial job opportunities is aggravating the already acute unemployment and underemployment problems faced by many of the countries in the region. This has focused attention on the important role of micro and small enterprises (SMEs) in the generation of employment, although the environments in which many such enterprises operate are becoming particularly challenging in several countries in the region as a result of current economic liberalization processes. Entrepreneurship development, especially for self-employment, will therefore continue to be given high priority during the biennium 1998-99. The tripartite constituents and other relevant organizations need to develop their capacity to formulate policies and programmes for the promotion and protection of SMEs in a liberalized economic regime. In this respect, it should be noted that both ASEAN and the APEC forum are also giving high priority to the development of SMEs and the setting up of special institutions to cater for their needs.

270.15. The objective in this connection is the strengthened capacity of constituents to identify and develop new approaches, strategies and delivery mechanisms to meet the needs of SMEs, particularly in the informal sector. Assistance will be provided to the ministries and organizations responsible for small enterprise development, as well as to employers' and workers' organizations and other potential partners, including NGOs and self-help associations active in this field. This assistance will take the form of policy advice on the creation of an enabling environment for the growth of SMEs and the development of new instruments for their promotion. Activities will be undertaken to develop the capacity of organizations promoting SMEs, particularly in the fields of credit, business training, business opportunity identification and consultancy services. Networking between these organizations will also be promoted so that they can share experiences and learn from each other. Small-scale credit will receive special attention in this context, since access to credit is one of the most frequently cited obstacles to the development of SMEs and the realization of their employment creation potential, particularly for women and vulnerable groups in society, including persons with disabilities.

Workers' protection

Workers in micro and small enterprises

270.16. While economic development in many Asian countries is gradually leading to improvements in workers' protection in the modern sector, working

conditions in SMEs are often very poor. Working conditions are closely related to the productivity and income levels of enterprises and improvements in both areas have to be sought in an integrated manner. In view of the large number of enterprises involved and the fact that most workers in these enterprises are unorganized, the traditional approach to improving workers' protection in the formal sector, through such means as labour inspection, enforcement and collective bargaining, are poorly suited to achieving similar improvements in SMEs and the informal sector. New mechanisms therefore have to be identified in order to promote a more proactive approach to the improvement of working conditions and productivity in SMEs.

270.17. The objective in this programme area is the enhanced capacity of national authorities, the social partners and other organizations to improve the protection of workers in SMEs. Advisory services will be provided to Ministries of Labour and guidelines and manuals will be produced on the best approaches and practices for the improvement of workers' protection in SMEs. A series of training courses will also be organized on this subject for employers' and workers' organizations.

Improvements in occupational safety and health and working conditions

270.18. The additional pressure placed on enterprises to become more competitive has, in some instances, resulted in a deterioration in conditions of work, an increase in safety and health risks and a general degradation of the environment. New technologies and chemicals have brought with them new types of hazards. Moreover, small and micro-enterprises lack the knowledge and the financial and technical resources to find solutions to safety and health problems and provide workers with acceptable working conditions. The problem is compounded by the increasing numbers of people working under more precarious forms of employment and an unsatisfactory general level of enforcement of the relevant legal provisions.

270.19. The objective in this programme area is the improved awareness of national authorities and workers' and employers' organizations of issues related to working conditions and occupational safety and health, together with the strengthening of their capacity to design and implement policies and measures that reduce work hazards and raise productivity through the adoption of good safety and health practices. In several countries in the region, training workshops will be organized with a view to developing the capacity of employers' and workers' organizations for the detection of deficiencies in preventive measures and their strengthening. Programmes will also be designed to strengthen the capacity of labour inspectorates to ensure the observance of legal provisions covering the protection of workers and their conditions of work.

Extending social protection

270.20. Social protection systems in the region have not kept up with economic growth and industrialization. Although progress has been made, there remains a need to expand social security systems and to introduce new schemes to cover a wider range of beneficiaries, and preferably the entire population. The provision of effective social protection depends on the costs of such systems, and on the soundness of their administration. A major effort will have to be made if the question of social protection is to be accorded appropriate priority alongside issues of economic policy and public finance. Fundamental decisions with long-term consequences will also have to be taken concerning the provision of security in old age in view of the rapid rise in the proportion of elderly persons in Asian societies.

270.21. The objective in this respect is the enhanced capacity of governments to extend their social protection schemes to the population as a whole. Advisory services will be provided on the approaches that can be adopted to achieve this objective, taking into full account the principles of efficiency, equity and sound administration. Case studies will be undertaken to analyse the policy implications of the ageing of the population in terms of social protection systems, the financial viability of social security schemes, conditions of work and labour markets. These activities will provide a basis for the subsequent provision of policy advice and the design and implementation of programmes that strengthen the capacity of the social partners to address these issues effectively.

Child labour

270.22. The elimination of child labour remains the long-term goal. However, experience shows that it is unrealistic to believe that this long-standing problem can be eliminated quickly and that children can be removed from all types of work. Indeed, there is a real danger that the strict enforcement of child labour laws could have the effect of placing some child workers in an even more precarious and dangerous situation. There is therefore a need to seek integrated approaches that result in a realistic transition. However, while there is now a better understanding of the factors underlying child labour, significant solutions for the eventual elimination of the problem are only slowly emerging. One of the principal achievements of IPEC in this region has been its contribution to the creation of a broad social alliance against child labour. However, in order to make a real impact on this problem, solutions to it will have to be integrated into national social and economic development policies, programmes and budgets. This means that long and short-term goals and strategies have to be translated into visible and concrete components in the programmes of government administrations and society at large.

270.23. The objectives in this programme area are: the development of the capacity of governments to formulate and implement policies to remove child workers from hazardous, dangerous and exploitative situations; and the continued mobilization of national authorities and workers' and employers' organizations for the promotion of attitudes and practices concerning child labour that focus on the needs of the child as an individual. Assistance will be provided in the formulation and implementation of national action programmes on child labour in some ten countries in the region. Six country studies will be carried out to

identify sustainable action against child labour. Guidelines will also be prepared for policy-makers on how to initiate a sustainable, comprehensive, country-driven process towards the elimination of child labour.

Promotion of human rights, democracy and international labour standards

Industrial relations, globalization and liberalization

270.24. The current tendency towards individual, rather than collective, industrial relations has major implications for the role of the State and the social partners. Moreover, the impact of globalization and liberalization on industrial relations systems is a matter of increasing concern to ILO constituents in the region. Increased international competition in product and service markets is placing greater emphasis on the need for economic efficiency, to the detriment of social justice. Furthermore, the emergence of regional blocs and new trading partnerships and the resulting growth of intra- and interregional investment are raising new issues concerning effective management and workplace relations.

270.25. The objective in this programme area is the increased capacity of ILO constituents, particularly in countries in transition, to develop and strengthen industrial relations systems that are adapted to changing labour market conditions. Assistance will be provided for the establishment of legal, institutional and procedural frameworks that facilitate collective and individual labour relations, support broader economic developments and incorporate social justice considerations. Further assistance, particularly in the form of technical advisory services, will be provided to member States for the establishment of mechanisms and procedures that promote tripartite cooperation and the prevention and settlement of labour disputes. Guidance will be offered and training programmes organized for workers' and employers' organizations to enhance their capacity to participate effectively in these industrial relations systems, particularly through collective bargaining.

Strengthening labour administration structures

270.26. In many countries in the region, the phenomena of rapid economic growth, economic liberalization or the transition to a market economy have not been accompanied by the necessary adjustments in labour administration systems. Labour administrations in the region are now seeking to adopt more innovative orientations. The many challenges faced by labour administrations, such as increased industrial disputes and safety and health hazards, deteriorating working conditions, changing patterns of work and retrenchment, require an enhanced capacity to develop innovative policies and new operational arrangements.

270.27. The objective in this respect is the strengthened capacity of Ministries of Labour, at both the central and decentralized levels, to provide a range of services to the social partners and local enterprises that is adapted to the context of economic reform and liberalized trade. Training activities will be organized and advisory services provided to assist in the restructuring of labour administrations to make them more service-oriented, increase their overall capacity and productivity and adopt a performance management approach to their work. Retraining courses will also be organized for officials of labour administrations at the provincial and local levels with a view to improving their skills and knowledge in such fields as working conditions and the settlement of industrial disputes.

Strengthening employers' and workers' organizations

270.28. Although tripartism is a key element in promoting industrial peace and social justice, its success depends on the effective participation of the representatives of the social partners in social dialogue. However, in several countries in the region in which democratization is still at an early stage, organizations of employers and workers are not yet recognized as equal partners. ILO activities to strengthen employers' and workers' organizations will therefore be continued in order to further enhance their capacity to play their proper role in public policy formulation and social dialogue with a view to reinforcing consensus and stability at the national level.

270.29. In the case of employers' organizations, their need to adapt to the rapidly changing expectations of their members makes it necessary for them to review and develop their services and formulate strategic plans for their future development. In order to be able to respond to the increasing demands of their members, many of them need assistance in strengthening the capacity of their staff to participate in policy dialogue, supply information on labour-related matters and provide advisory, training and representation services. In economies in transition, employers' organizations with a social policy mandate have either yet to emerge, or are still in the process of adjusting to the needs of employers in a market economy. Once established, they need to develop services to members and increase their membership base among private sector employers.

270.30. The objective in this respect is the strengthened capacity of employers' organizations to influence the policy environment and participate in tripartite dialogue, particularly in economies in transition. Staff training will be provided, together with other forms of assistance, with a view to: a quantitative and qualitative improvement in the advisory services and training capacity of employers' organizations, particularly in the fields of workplace industrial relations and human resource development; and the establishment of better information systems on labour market issues. Assistance will also be provided for the periodic review of the development plans of employers' organizations and the adjustment of their activities accordingly. In economies in transition, advisory services will be provided, information disseminated and training organized to assist employers' organizations assume their proper role in a market economy. They will also be assisted in the identification of their future development objectives,

the type of services expected by their members and the development of these services.

270.31. Trade unions in the region face many difficult challenges in the years ahead. These include: recruiting unorganized workers; promoting the ratification and application of basic human rights standards; dealing with the implications of globalization, technological change, structural adjustment and privatization; and promoting the protection of migrant workers, women and child workers. Moreover, in both developing and newly industrializing countries in the region, unions face attacks on their very existence. In economies in transition, the challenge faced by unions is to participate in the design of new forms of industrial relations and to find a role that is relevant to their new members. In order to respond to this situation, trade unions will need to step up the momentum of their activities among the general public and, more importantly, among present and potential members. New groups of workers, such as women, white-collar and informal sector workers, are increasing as a proportion of the total workforce and are therefore becoming strategically important for the maintenance, strengthening and ultimately the survival of unions as a countervailing balance to other influences in society. All of these issues make it necessary for trade unions to formulate comprehensive policies and develop a strategic planning agenda.

270.32. The objective in this programme area is the development of the capacity of trade unions to influence national policy, participate in the industrial relations situation and offer improved services to their members. Reports and manuals will be prepared, workers' education activities organized and advisory services provided to assist in the achievement by trade unions of the status of equal social partners and the establishment of greater levels of consultation and cooperation with employers' organizations and governments. With global and regional enterprises extending their influence in the policy environment, emphasis will be placed in these activities on the need for trade unions to ensure that considerations of efficiency are balanced by an equal concern for equity.

International labour standards

270.33 The ratification and application of international labour standards, particularly those containing basic workers' rights, remains a high priority for the ILO in Asia and the Pacific. The application of basic human rights standards continues to meet with some hesitation in the region, as shown by the low number of ratifications of the seven core Conventions, which remains a long way below the worldwide average. It is necessary to create an understanding among constituents that, far from constituting an obstacle to economic development, the application of international labour standards is conducive to the creation of a stable social environment in which real growth can take place. It is therefore of special importance in the region to find an appropriate balance between economic efficiency and equitable and reasonable means of protecting and defending workers against unfair treatment and unacceptable conditions of work.

270.34. The objective in this connection is the promotion of basic human rights standards, particularly those concerning freedom of association, equality of rights and forced labour. Advisory services will be provided and technical meetings organized at both the regional and national levels to explain the relevance and importance of international labour standards in the development process, and the significance of ILO principles, standards and effective tripartite institutions in underpinning democracy. Assistance will be provided to member States to create the conditions in which they can ratify the relevant Conventions and to strengthen their capacity to implement them in law and practice.

Support from headquarters

270.35. The support required from headquarters for this programme of work will include research and publications to orient practical activities and information on trends and experience in other regions. Advisory services to constituents will require expertise in specific fields which are not adequately covered by the multidisciplinary advisory teams. Meetings in the region will often involve the participation of officials from the major technical programmes at headquarters.

270.36. The role and structure of the major programme will continue to evolve within the framework of the active partnership policy. The increased responsibilities of the ILO offices and the services of the multidisciplinary advisory teams have been well received in the region. Employers' and workers' organizations in particular appreciate the increased number of specialists dealing directly with them. A variety of tasks continue to be reassigned from headquarters to the field structure and it will be necessary to increase administrative efficiency and productivity on a continuing basis in order to cope with the additional workload.

Resources

270.37. The regular budget resources for this major programme will amount to $40.4 million, an increase of some $501,000 in real terms over the 1996-97 level. This increase reflects an additional allocation of some $404,000 for RBTC field projects and some $100,000 to cover a part of the costs associated with the establishment of an office of senior technical adviser in Viet Nam. The total technical resources available for the multidisciplinary advisory teams in the region will also be increased. There will be a reduction in the resources allocated to the network of offices, through the suppression of deputy director posts in certain area offices. However, no office will be closed and the same level of representation as at present will be maintained in Colombo and Kathmandu. The extra-budgetary resources available for technical cooperation programmes, including the SPPD and STS facilities, are expected to remain at the same level in real terms as for the biennium 1996-97.

270.38. The total RBTC resources available for field projects in the region will amount to $3,979,000. These will be used to fund activities at the national, subregional and regional levels according to the priorities expressed by constituents in their country

objectives. Most of these resources will be allocated to ILO offices to enable them to respond to requests for assistance from the constituents. RBTC credits will also be used to supplement SPPD-related activities and the work of the multidisciplinary advisory teams. In these activities, emphasis will be placed on strengthening employers' and workers' organizations and labour administrations and on promotional activities related to international labour standards.

270.1. Regional management

270.39. This programme covers the general management and coordination of all activities carried out under the major programme. Provision is made for the Assistant Director-General in charge of ILO activities in the region, together with travel resources and secretarial support.

270.2. Regional technical programmes

270.40. Provision is made under this programme for three multidisciplinary advisory teams composed of technical advisers with professional expertise in the technical fields lying within the ILO's basic mandate and based on the priority needs identified for the region. The teams have been allocated additional resources for the provision of technical support to member States as outlined in their country objectives. The teams will cooperate closely with the ILO offices in the region in the formulation and updating of country objectives and programmes, the provision of technical advisory services and the backstopping of technical cooperation activities. In line with the active partnership policy, the team members, together with the ILO offices, will seek to ensure continuing dialogue with constituents at the country level. The three multidisciplinary advisory teams will continue to be located in Bangkok, Manila and New Delhi.

East Asia Multidisciplinary Advisory Team

270.41. The team is located in Bangkok and is composed of 18 technical advisers, covering the following member States: Cambodia, China, the Republic of Korea, the Lao People's Democratic Republic, Malaysia, Mongolia, Myanmar, Singapore, Thailand and Viet Nam. It will provide technical support to the ILO offices located in Bangkok and Beijing, the office of senior technical adviser in Hanoi and the other teams in technical areas not covered by their staff.

South-East Asia and the Pacific Multidisciplinary Advisory Team

270.42. The team is located in Manila and will be composed of six technical advisers covering the following member States: Fiji, Indonesia, Papua New Guinea, the Philippines, the Solomon Islands and the island countries of the South Pacific. It will provide technical advice and support to the ILO offices in Manila, Jakarta and Suva.

South Asia Multidisciplinary Advisory Team

270.43. The team is located in New Delhi and will be composed of 13 technical advisers, covering the following member States: Afghanistan, Bangladesh, India, Islamic Republic of Iran, Nepal, Pakistan and Sri Lanka. The team will provide technical support to the ILO offices in Colombo, Dhaka, Islamabad and New Delhi, and to the office of senior technical adviser in Kathmandu.

270.3. Relations, service and support

270.44. The main functions of this programme are to ensure that: ILO activities in the region are properly planned, coordinated, implemented and followed up; the regional major programme reflects the needs and priorities of ILO constituents; and the public is informed of ILO objectives and activities. Liaison is maintained with United Nations agencies, regional organizations of employers and workers, regional intergovernmental organizations and selected non-governmental organizations.

270.45. The work covered by this programme is divided into the following subprogrammes: Programme management and support; Regional programming; Relations and public information; Library and documentation; and Regional financial and administrative services. Provision is made under the Programme management and support subprogramme for the deputy regional director, secretarial assistance, travel and a meeting of directors of ILO offices and multidisciplinary advisory teams in the region.

270.4. Network of offices

270.46. Provision is made under this programme for offices in: Bangkok, Beijing, Colombo, Dhaka, Islamabad, Jakarta, Manila, New Delhi, Suva and Tokyo, as well as for the offices of senior technical adviser in Hanoi and Kathmandu.

Major Programme 280. Field Programmes in Europe and Central Asia

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

PROGRAMME	TITLE	WORK-YEARS/MONTHS		U S DOLLARS		
		PROFESSIONAL	GENERAL SERVICE	STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
280.01	REGIONAL MANAGEMENT, RELATIONS AND SUPPORT	5/00	7/00	1,840,138	108,720	1,948,858
280.02	REGIONAL TECHNICAL PROGRAMMES	24/00	22/00	4,370,756	1,536,110	5,906,866
280.03	NETWORK OF OFFICES	14/00	29/00	4,092,576	1,795,070	5,887,646
1998-99	**TOTALS**					
	REGULAR BUDGET	43/00	58/00	10,303,470	3,439,900	13,743,370
	OTHER SOURCES	3/00	8/00	717,952	645,514	1,363,466
1996-97	**TOTALS**					
	REGULAR BUDGET	40/00	55/00	9,636,766	3,387,150	13,023,916
	OTHER SOURCES	3/00	8/00	783,344	90,166	873,510

280.1. The countries in the region fall into three broad categories: the industrialized market economies in Western Europe; the countries that are undergoing the transition to a market economy in Central Europe and have expressed the wish to adhere to the European Union, which are therefore known as "accession countries"; and the other transition countries in Eastern Europe and Central Asia. The latter two categories have been affected by the major economic, political and social changes that have taken place in Europe since 1989, and have faced profound economic and social problems in their transition to a market economy.

Priorities and objectives

280.2. The objective of the major programme is the development by constituents in the region of effective policies and programmes for the reform of labour legislation on the basis of international labour standards, the reform and development of social security systems, the restructuring of local labour markets and the development of small enterprises, the setting up and strengthening of labour administrations, the development of labour relations and tripartism, the protection of workers' safety and health and the promotion and strengthening of independent employers' and workers' organizations.

280.3. The programmes and activities of the ILO in the region will be guided by the conclusions and resolutions of the Fifth European Regional Conference, held in Warsaw in September 1995, and by other recent developments in the region. The assistance provided will take many different forms, including the dissemination of information, the organization of seminars and workshops, and the provision of advisory and training services. The ILO offices in the region will cooperate closely with the multidisciplinary advisory teams for the preparation and monitoring of the implementation of country objectives and ILO strategies and plans of action. They will provide a framework for the work carried out on a country-by-country basis and for fund-raising activities.

Labour legislation reform and international standards

280.4. International labour standards continue to be of great importance in all spheres of ILO activity as instruments for the integration of basic workers' rights into national law and practice. For countries in transition, as well as other countries in the region, ILO standards provide a valuable reference framework for the preparation and development of national law and the achievement of greater convergence between member States on economic and social matters. Progress has been achieved in most countries in the region, and particularly in the new member States in Central and Eastern Europe, in reforming national legislation to bring it into greater conformity with ILO standards. However, their practical implementation in a number of countries remains a matter of concern.

280.5. The objective in this programme is the greater awareness by constituents of the principles contained in ILO standards and of all aspects of the standard-setting system, including the obligations deriving from standards and the supervisory procedures, with a view to the more widespread ratification and application of international labour standards. In order to achieve these objectives, the ILO will continue and strengthen the advisory services provided in response to requests from constituents. It will also assist those countries wishing to adhere to the European Union by providing guidance in the revision and adaptation of legislation to meet accession requirements.

Social security reform

280.6. Throughout Europe systems of social protection are facing severe difficulties, both in terms of their cost and their capacity to respond to social needs. This is the consequence of slow economic growth and high and rising unemployment. In Central and Eastern Europe, it is also a result of the need for economic restructuring and the transition from a planned to a market economy. In addition, it reflects trends in the ageing of populations, in the structure of the labour market, the widening distribution of income and

earnings, the diversification of family structures, the emergence of social and economic exclusion and the increased incidence of poverty. In this context, although a broader role will probably emerge for the individual and for non-public institutions, including the social partners, the ultimate responsibility for regulatory and supervisory measures will rest with the State.

280.7. The objective in this respect is the adaptation of social protection systems in Europe to respond to the new realities. Technical advice will be provided to member States throughout Europe in this difficult adjustment process. In accordance with the conclusions of the Fifth European Regional Conference, technical support in the field of social security will be strengthened for countries in transition. These countries have a general requirement for an exchange of experience on social security, combined with more specific needs relating to the development of institutional capacity, good governance in a tripartite context and especially the training of managers, technical analysts and the representatives of the social partners who are responsible for supervising social security schemes. The ILO will endeavour to reinforce the support that it provides in this respect through cooperation with the European Union and member States. The special assistance provided to the countries aspiring to adhere to the European Union will focus on the legal, administrative and financial conditions that these countries have to meet as a prerequisite to membership.

Local labour market restructuring and small enterprise development

280.8. The employment situation in the region has been characterized by the persistence of high unemployment rates in most countries, increasing wage inequalities in some industrialized countries and increased segmentation of labour markets. In the context of the major social and political changes in Central and Eastern Europe, regional integration and intensified competition, there is an increased need for concerted international action and appropriate national policies to combat unemployment. Growth in the transition countries has to be based on augmenting their international competitiveness and raising the productivity of labour. This has to be achieved through a continuation of market reforms and the restructuring of uncompetitive enterprises. Concerted tripartite action is of crucial importance in the formulation and implementation of employment policies that command sufficient support to address the adjustment needs of European economies and reconcile the necessary labour market adjustments with a high level of job security and worker protection. Measures also need to be taken to deal with the major impact on labour markets and employment of the privatization of public enterprises and their restructuring.

280.9. The assistance that is provided to constituents in this field will focus on the development of local employment strategies that promote the development of small enterprises, particularly in countries in transition and countries emerging from armed conflict. Support will be given for the development of strategies that bring together employers' and workers' organizations, government agencies and representatives of the private sector in order to promote local initiatives for employment generation.

Labour administration, labour relations and tripartism

280.10. Ministries of Labour have a key role to play in the development and implementation of economic and social policy and the promotion of social dialogue, particularly in countries that are undergoing the transition to a market economy or structural adjustment measures. However, the Ministries of Labour in most transition countries suffer from structural, personnel and organizational constraints that inhibit their capacity to respond to the new challenges. Similarly, newly emerging employers' organizations and trade unions are still undergoing a process of development and adaptation to their roles in a market economy. In these circumstances, tripartite consultation mechanisms are not yet fully developed. The objectives of ILO activities in this field are the strengthening of labour administrations and of tripartite social dialogue, and the development of the capacity of constituents in these countries to fulfil their respective roles in tripartite consultation mechanisms in such fields as economic and employment policy, the reform of labour legislation, the settlement of labour disputes, safety and health, training institutions and social protection schemes. The activities undertaken at the national, regional and subregional levels to achieve these objectives will consist largely of technical advisory services, the exchange of comparative information and training seminars.

Safety and health

280.11. The deterioration in working conditions in transition countries is resulting in an increased number of requests from member States in the region for ILO technical assistance in this field. The objective in this programme area is the implementation by member States of occupational safety and health prevention policies and programmes, including the appropriate laws and regulations. In order to achieve this objective, ILO assistance in the field of occupational safety and health will be intensified and will include the training of workers in safety and health matters and the dissemination of information.

Support for workers' organizations

280.12. The functioning of independent, democratic and representative organizations of workers is a prerequisite for an equitable labour market and an effective social policy. In particular, the transition to a market economy and the probable accession of several Central European countries to the European Union have created new challenges for workers' organizations in these countries. Workers' organizations in Central and Eastern Europe and Central Asia need assistance to strengthen their structures so that they can genuinely represent the interests of their constituencies in collective bargaining, tripartite consultations on draft legislation, occupational safety and health bodies and in the management of social protection schemes.

They also need support to become effective advocates on environmental issues, equality for men and women and the particular needs of workers in the informal economy. The objective of the support provided by the ILO is to strengthen workers' organizations and adapt their structures and methods of action to the new conditions arising out of globalization and regional integration. The assistance provided will include technical support, training and the provision of information on effective systems of representation, the management of information and the organization of workers' education programmes.

Support for employers' organizations

280.13. Representative and effective employers' organizations are a fundamental component of the institutional infrastructure required to support market economies in the countries of Central and Eastern Europe and Central Asia. They are instrumental in balancing the unchecked forces of the transition process and limiting the growth of informal economies. In many instances, employers' organizations began forming in the earliest stages of transition. However, they met with greater challenges and more resistance than was at first expected, particularly as a result of the lack of tradition on which to build after decades of propaganda against private initiative and free enterprise. It is generally acknowledged that employers' organizations need considerable support to help them fulfil their role in meeting the challenges of the ongoing transition processes and European integration. The objective in this respect is the strengthening of employers' organizations in the countries of Central and Eastern Europe and Central Asia. The ILO is uniquely positioned to assist employers in these countries through activities to strengthen their organizational structures and train their professional staff so that they are able to develop the necessary strategic concepts and implement viable medium-term action plans.

Resources

280.14. The regular budget resources for this major programme have been increased by some $720,000. The increase mainly results from the additional resources required (some $0.9 million) for the transformation of the Moscow office into a second multidisciplinary advisory team for Eastern European and Central Asian countries and an increase of $60,000 for RBTC resources for field projects. The increases are offset by a saving of $80,000 in rent for the Liaison Office in Brussels based on the decision made by the Governing Body in November 1996 to purchase the premises; and a further saving of some $207,000 due to the deletion of the provision in the Programme and Budget for 1996-97 for an ILO technical adviser in Kazakstan.

280.1. Regional management, relations and support

280.15. Provision is made under this programme for the management, support and coordination of all the activities carried out under the regional major programme. One of the functions of the programme, in line with the active partnership policy, is to ensure that governments and employers' and workers' organizations in Europe are kept informed of ILO activities. The programme also has to ensure that these activities are coordinated with those of other United Nations organizations, in particular the United Nations Economic Commission for Europe, as well as intergovernmental organizations dealing with economic and labour matters in Europe, including the European Union, the Organization for Economic Cooperation and Development (OECD), the Council of Europe and the Organization for Security and Cooperation in Europe (OSCE). An important responsibility of the programme is to ensure the ILO's involvement in the international coordination of assistance to Central and Eastern Europe and to maintain relations with the European Union and the European Bank for Reconstruction and Development (EBRD) for this purpose. The work of the programme includes the development of technical cooperation activities in the region.

280.2. Regional technical programmes

280.16. Provision is made under this programme for technical assistance to constituents in the region, mainly in Central and Eastern Europe and in the Central Asian countries. The main activities of the programme will include the identification, formulation and implementation of technical cooperation projects, the provision of technical advice through the multidisciplinary advisory teams and the organization of seminars, round tables, study tours and training courses in collaboration with the technical major programmes concerned and the Turin Centre. Where possible, increased use will be made of local expertise in the implementation of technical cooperation projects within the framework of the active partnership policy, particularly through the involvement of experts and institutions from transition countries in projects undertaken in other transition countries. In addition to the existing multidisciplinary advisory team in Budapest, a second team will be established in Moscow to cover the Russian Federation, Belarus, the Central Asian countries and the countries of Transcaucasia.

Central and Eastern European Multidisciplinary Advisory Team (CEET)

280.17. The team is located in Budapest. It is composed of seven technical advisers and covers the following countries: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, the Former Yugoslav Republic of Macedonia, Moldova, Poland, Romania, Slovakia, Slovenia, Ukraine and Yugoslavia. The Fifth European Regional Conference endorsed the role of the team and stressed that it should aim to: respond to the needs and priorities of member States and address the critical problems associated with the difficulties of economies in transition; promote tripartism and the development of democratic values and preserving social harmony through the close involvement of the social partners; support and strengthen independent employers' and workers' organizations, in order to promote collective

bargaining and help them to become genuine partners in the social dialogue and defend the interests of their members; and strengthen technical cooperation in pursuit of these objectives. This team will play an important role in reaching these aims in addition to being responsible for relations with constituents in the countries it serves.

Eastern European and Central Asian Multidisciplinary Advisory Team (EECAT)

280.18. This team is located in Moscow. It is composed of five technical advisers and covers the following countries: Armenia, Azerbaijan, Belarus, Georgia, Kazakstan, Kyrgyzstan, Russian Federation, Tajikistan, Turkmenistan and Uzbekistan. The team will develop and implement ILO technical programmes to support the process of democratization, taking into account the acceleration of certain economic and political reintegration processes in a number of CIS countries. This team will also play an important role in strengthening the social dimensions of these processes, in addition to being responsible for relations with constituents in the countries it serves.

280.19. RBTC resources of $694,510 are provided for field projects in order to permit a flexible response to requests for assistance, particularly from member States in Central and Eastern Europe and Central Asia. In the use of RBTC resources, priority will be given to activities to promote respect for basic human rights, develop tripartite institutions and establish mechanisms for the peaceful settlement of labour disputes. Assistance will also be provided to combat discrimination in employment and occupation against women and ethnic minorities, for the creation of productive income-generating jobs and for the protection of vulnerable groups.

280.20. In addition to RBTC, extra-budgetary resources will be used for technical cooperation activities in Central and Eastern Europe and Central Asia, as well as for regional projects. It is expected that donor agencies will continue to give priority to activities to develop employers' and workers' organizations, employment, active labour market policies, training systems, small enterprises and entrepreneurship and the social institutions that are essential to the transition process upon which most of these countries have embarked.

280.3. Network of offices

280.21. The aim of this programme is to serve ILO constituents in the region by maintaining and developing contacts with various national and international institutions and organizations, and particularly employers' and workers' organizations. ILO Offices provide various services to headquarters, such as collecting and disseminating information, arranging for visits and meetings, selling ILO publications and representing the ILO in national and international events. They also render important services in support of technical cooperation activities, such as the recruitment of experts and the placement of fellows. A number of them are involved in fund-raising and promoting the multi-bilateral technical cooperation programme. The MDTs in Moscow and Budapest which are directly involved in the implementation of technical cooperation activities will also be responsible for area office functions.

280.22. Provision is made under this programme for the Liaison Office in Brussels and the six branch offices in Ankara, Bonn, London, Madrid, Paris and Rome. The Brussels Liaison Office maintains relations with the European Union and functions as a branch office for the three Benelux countries. The area office in Ankara will be transformed into a branch office. The branch offices are accredited as ILO representatives to the following organizations: the International Maritime Organization and EBRD in London; the OECD and UNESCO in Paris; the Food and Agriculture Organization, the World Food Programme and the International Fund for Agricultural Development in Rome; and the World Tourism Organization in Madrid.

280.23. Provision is also made under this programme for the services of full-time or part-time correspondents in Bulgaria, Estonia, Kazakstan, Latvia, Lithuania, Poland, Romania, Slovakia, Ukraine and Uzbekistan. These correspondents are responsible for liaison between the ILO and its constituents in the countries concerned.

Major Programme 290. Other Budgetary Provisions

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
LOAN ANNUITIES	-	-	-	6,383,260	6,383,260	-	-	-	-	-
ILO STAFF PENSIONS FUND : AMORTIZATION OF ACTUARIAL DEFICIT	-	-	-	1,700,000	1,700,000	-	-	-	-	-
SPECIAL PAYMENTS FUND	-	-	-	172,414	172,414	-	-	-	-	-
STAFF HEALTH INSURANCE FUND: CONTRIBUTION FOR THE INSURANCE OF RETIRED OFFICIALS	-	-	-	9,428,000	9,428,000	-	-	-	-	-
CONTRIBUTION TO THE BUILDING AND ACCOMODATION FUND	-	-	-	387,935	387,935	-	-	-	-	-
CONTRIBUTIONS TO VARIOUS UNITED NATIONS COMMON SYSTEM BODIES AND INTER-AGENCY COMMITTEES	-	-	-	3,241,750	3,241,750	-	-	-	-	-
EXTERNAL AUDIT COSTS	-	-	-	838,130	838,130	-	-	-	-	-
ADMINISTRATIVE TRIBUNAL	2/10	0/05	527,608	139,240	666,848	0/06	3/07	495,752	-	495,752
STAFF REPRESENTATION	4/00	3/00	1,021,536	-	1,021,536	-	-	-	-	-
CONTRIBUTION TO THE INTERNATIONAL SCHOOL OF GENEVA	-	-	-	73,280	73,280	-	-	-	-	-
UNPAID LIABILITIES	-	-	-	2,000	2,000	-	-	-	-	-
1998-99 TOTALS	**6/10**	**3/05**	**1,549,144**	**22,366,009**	**23,915,153**	**0/06**	**3/07**	**495,752**	**-**	**495,752**
1996-97 TOTALS	**6/10**	**3/05**	**1,549,144**	**24,409,866**	**25,959,010**	**0/06**	**3/07**	**495,752**	**-**	**495,752**

290.1. This major programme includes the budgetary provisions for contributions to various ILO funds and United Nations common system and inter-agency bodies, as well as provisions which do not appropriately fall under any other major programme. The budget estimate for the major programme is some $2.0 million lower than in the biennium 1996-97. Although an important economy arises because of the cessation of interest payments on the loan on the ILO headquarters building, as explained below, an increase is required in the ILO contribution to the ILO Staff Pensions Fund.

Loan annuities on the ILO building

290.2. The Swiss Government decided in July 1996 to waive interest as from 1996 on the outstanding balance of the loan for the construction of the headquarters building, and to extend the period of the loan by three years.. Taking account of this decision, provision is made for the payment of two annuities of 3,702,300 Swiss francs in 1998 and 1999 (equivalent to $6,383,260 for the biennium). This welcome decision of the Government thus implies a net economy of some $3.2 million as compared with the biennium 1996-97.

ILO Staff Pensions Fund: Amortization of actuarial deficit

290.3. The most recent actuarial valuation of the ILO Staff Pensions Fund forecasts the exhaustion of the reserve fund during 1998. In accordance with the ILO's commitment to ensure the payment of benefits under this fund, it is estimated that a contribution of $1.7 million will be required during the biennium 1998-99.

Special Payments Fund

290.4. The purpose of this Fund is to make periodic *ex gratia* payments to former officials or their spouses in accordance with criteria approved by the Governing Body. Since the accumulated reserve is likely to be nearly exhausted by the end of the biennium 1996-97 it is necessary to propose an increase in the regular budget contribution to this Fund to 200,000 Swiss francs.

Staff Health Insurance Fund: Contribution for the insurance of retired officials

290.5. This provision, amounting to some $9.4 million, covers the ILO's contribution to the Staff Health Insurance Fund in respect of the insurance of retired officials, invalidity pensioners and survivors (spouses and orphans). The provision reflects an

increase of some $380,000 in real terms, due to the expected increase in the number of retired officials.

Contribution to the Building and Accommodation Fund

290.6. The proposed contribution to the fund amounts to 450,000 Swiss francs, which is the same amount in real terms as in the biennium 1996-97.

Contributions to various United Nations common system bodies and inter-agency committees

- Joint Inspection Unit ($425,000)
- Consultative Committee on Administrative Questions ($131,140)
- Consultative Committee on Programme and Operational Questions ($59,380)
- International Civil Service Commission ($830,250)
- Information Systems Coordination Committee ($110,980)
- Joint Medical Service ($1,685,000)

The total provision of some $3.2 million covers the ILO contributions to these UN common system entities.

External audit costs

290.7. The provision under this heading, amounting to some $838,130, includes the cost of the audit of all the funds for which the Director-General has custody (regular budget, UNDP, trust funds, extra-budgetary accounts and all other special accounts). Expenses incurred as a result of participation by the ILO's auditors in the activities of the Panel of External Auditors of the United Nations and specialized agencies are also provided for under this subprogramme.

Administrative Tribunal

290.8. The resources under this heading provide for the Registrar of the Administrative Tribunal, part of the costs of the full-time Assistant Registrar and some clerical assistance, a small mission credit and the translation of case material. As in previous biennia, the remaining costs of the Assistant Registrar, the costs of further translation work, of maintaining a computer database of the Tribunal's case-law and of clerical assistance and the judges' fees and travel expenses are shared with the other organizations which have accepted the Tribunal's jurisdiction.

Staff representation

290.9. Article 10.1 of the Staff Regulations accords time off to members of the Staff Union Committee for the purpose of representing the staff of the Office on questions of conditions of work and terms of employment. As in previous biennia, a provision of 4/00 Professional and 1/00 General Service work-years is proposed to finance partially replacements in those units in which members of the Staff Union Committee normally work. The provision is proposed under this major programme for subsequent allocation to the major programmes where replacements will be provided when the composition of the Committee is known. The balance of 2/00 General Service work-years under this subprogramme provides for a secretary for the Staff Union.

International School of Geneva

290.10. As in the past the contribution to the International School of Geneva amounts to 85,000 Swiss francs.

Unpaid liabilities

290.11. The amount of $2,000 provides for the payment in 1998-99 of such transactions in respect of previous years as would not be appropriate to pay from any other item of the budget. This provision is required by article 17 of the Financial Regulations.

Part II. Unforeseen Expenditure

Major Programme 295. Unforeseen Expenditure

Summary of 1998-99 proposals and comparison with previous biennium (including funds from other sources)

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
UNFORESEEN EXPENDITURE	-	-	-	875,000	875,000	-	-	-	-	-
1998-99 TOTALS	-	-	-	**875,000**	**875,000**	-	-	-	-	-
1996-97 TOTALS	-	-	-	**875,000**	**875,000**	-	-	-	-	-

295.1. Provision is made under this item for unforeseen and extraordinary expenses, i.e. those which may arise when, as a result of Governing Body decisions taken after the adoption of the budget, or for any other reason, an approved budget credit is no longer sufficient for the purpose envisaged; or when the Governing Body approves an item of work or an activity for which no provision has been made in the budget. Provision is also made in Part I of the budget under major programme 145 (Interdepartmental Activities) for technical activities, the need for which cannot be foreseen at the time of the adoption of the budget by the Conference.

295.2. In accordance with article 15 of the Financial Regulations, no part of the resources provided under this item may be used for any other purpose without the specific prior authorization of the Governing Body.

295.3. The total supplementary expenditure authorizations approved by the Governing Body in respect of recent financial periods have been as follows:

Financial Period	US Dollars
1988-89	3 313 000
1990-91	8 804 500
1992-93	2 325 000
1994-95	1 378 500

295.4. Normally, these authorizations have provided in the first instance for financing to the extent possible out of budgetary savings; failing this, out of the credit under this item; and after exhaustion of this credit, by a withdrawal from the Working Capital Fund.

295.5. The Governing Body at its 221st (November 1982) Session supported the Director-General's proposal that the provision under this item should be set at a more realistic level. However, in the current climate of financial constraints, it has not been possible to increase the level of this provision. Accordingly, the Director-General, while conscious of the need to maintain this provision in reasonable proportion to the size of the budget, proposes to keep it at the 1996-97 level, i.e. $875,000.

Part III. Working Capital Fund

Major Programme 296. Working Capital Fund

296.1. The Working Capital Fund is established for the following purposes, as defined in article 19(1) of the Financial Regulations:

(a) to finance the budgetary expenditure pending receipt of contributions or other income; and

(b) in exceptional circumstances and subject to prior authorization of the Governing Body, to provide advances to meet contingencies and emergencies.

Level of the Working Capital Fund

296.2. The level of the Working Capital Fund was set at 35 million Swiss francs on 1 January 1993 by the International Labour Conference at its 80th (1993) Session.

Refund of Withdrawals

296.3 Under the present provisions of article 21.2 of the Financial Regulations, any excess of budgetary expenditure over budgetary income for the 1996-97 biennium would be financed by a withdrawal from the Working Capital Fund. Provision for reimbursement of this withdrawal would be made under this part of the budget for assessment on member States in 1999.

296.4 However, the Conference at its 82nd (1995) Session decided that article 21.2 of the Financial Regulations be the subject of a derogation to allow for the introduction, on a trial basis for the 1994-95, 1996-97 and 1998-99 financial periods, of a system whereby a withdrawal from the Working Capital Fund to finance a cash deficit directly attributable to income shortfalls would be reimbursed in the following biennium or biennia from arrears of contributions received. The provisions of article 21.2 described in paragraph 296.3 above would apply only to that portion of a cash deficit which was attributable to an overspending of the expenditure budget on account of additional expenditure items authorized by the Governing Body.

Information Annex No. 1

Schedule of established posts

This Schedule shows the number and category of established posts under the regular budget as well as those posts which the Governing Body has established from time to time under other sources of funds.

In accordance with the decision taken by the Governing Body at its 241st (November 1988) Session on the budgetary posts system, full information on the use of these posts for established officials will be provided by major programme and by grade as a standard appendix to the annual document on the composition and structure of the staff submitted to the Programme, Financial and Administrative Committee at the Governing Body's March sessions.

	Number of posts
Posts established under the regular budget:	
Director-General	1
Deputy Directors-General	3
Assistant Directors-General	8
Legal Adviser	1
Posts at the D.2 level	16
Posts at the D.1 level	45
Posts at the Professional level	543
Posts at the General Service level	637
	1 254[1]

	Number of posts
Posts established under other sources of funds:	
Programme Support Income:	
Posts at the Professional level	17
Posts at the General Service level	22
	39
International Social Security Association:	
Posts at the Professional level and above	9
Posts at the General Service level	8
	17
International Institute for Labour Studies:	
Posts at the Professional level and above	7
Posts at the General Service level	9
	16
CINTERFOR:	
Posts at the Professional level and above	2
Posts at the General Service level	5
	7
World Food Programme:	
Posts at the Professional level	1
Posts at the General Service level	1
	2
ILO-ITU Health Insurance Fund:	
Posts at the General Service level	1

[1] Of which 166 Professional and above, and 62 General Service posts are frozen.

Information annex No. 2

Detailed resource data by major programme

Major programme 50. International labour standards and human rights

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
50.1. DEPARTMENTAL MANAGEMENT										
COORDINATION OF INTERNATIONAL LABOUR STANDARDS AND FIELD ACTIVITIES	2/06	2/00	652,800	-	652,800	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	101,744	101,744	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	5/00	4/00	1,387,056	262,000	1,649,056	-	-	-	-	-
1998-99 TOTALS	**7/06**	**6/00**	**2,039,856**	**363,744**	**2,403,600**	-	-	-	-	-
1996-97 TOTALS	**7/06**	**6/00**	**2,039,856**	**435,610**	**2,475,466**	-	-	-	-	-
50.2. APPLICATION OF STANDARDS										
SUPERVISION OF THE APPLICATION OF STANDARDS	20/00	14/00	5,080,095	1,065,553	6,145,648	-	-	-	-	-
ACTIVE PARTNERSHIP POLICY AND THE APPLICATION OF STANDARDS	12/00	-	2,032,128	65,310	2,097,438	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	260,000	260,000	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	6/00	1,027,008	-	1,027,008	-	-	-	-	-
1998-99 TOTALS	**34/00**	**20/00**	**8,139,231**	**1,390,863**	**9,530,094**	-	-	-	-	-
1996-97 TOTALS	**34/00**	**20/00**	**8,139,231**	**1,576,343**	**9,715,574**	-	-	-	-	-
50.3. FREEDOM OF ASSOCIATION										
SUPERVISION OF ILO STANDARDS AND PRINCIPLES	13/06	3/00	2,630,304	-	2,630,304	-	-	-	-	-
PROMOTION OF STANDARDS AND PRINCIPLES ON FREEDOM OF ASSOCIATION	2/06	1/00	538,080	-	538,080	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	220,000	220,000	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	568,128	84,000	652,128	-	-	-	-	-
1998-99 TOTALS	**18/00**	**6/00**	**3,736,512**	**304,000**	**4,040,512**	-	-	-	-	-
1996-97 TOTALS	**18/00**	**6/00**	**3,736,512**	**379,770**	**4,116,282**	-	-	-	-	-
50.4. DISCRIMINATION AND FORCED LABOUR										
SUPERVISION OF THE APPLICATION OF STANDARDS	9/06	-	1,608,768	-	1,608,768	-	-	-	-	-
GENERAL HUMAN RIGHTS COORDINATION	3/00	-	508,032	25,000	533,032	-	-	-	-	-
RATIFICATION AND IMPLEMENTATION OF FUNDAMENTAL ILO STANDARDS	3/06	-	592,704	125,000	717,704	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	230,000	230,000	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	797,568	-	797,568	-	0/06	57,556	-	57,556
1998-99 TOTALS	**18/00**	**4/00**	**3,507,072**	**380,000**	**3,887,072**	-	**0/06**	**57,556**	-	**57,556**
1996-97 TOTALS	**18/00**	**4/00**	**3,507,072**	**523,980**	**4,031,052**	-	**0/04**	**43,140**	-	**43,140**

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
50.5. STANDARD-SETTING POLICY AND INFORMATION										
STANDARD-SETTING POLICY AND PREPARATION OF STANDARDS	3/00	0/06	565,392	42,630	608,022	-	-	-	-	-
LEGAL INFORMATION SERVICES FOR THE SUPERVISORY SYSTEM	6/00	6/00	1,704,384	406,940	2,111,324	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	42,800	42,800	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	568,128	24,060	592,188	-	-	-	-	-
1998-99 TOTALS	**11/00**	**8/06**	**2,837,904**	**516,430**	**3,354,334**	-	-	-	-	-
1996-97 TOTALS	**10/06**	**10/03**	**2,953,992**	**516,430**	**3,470,422**	-	-	-	-	-

Major programme 60. Employment and training

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
60.1. DEPARTMENTAL MANAGEMENT										
REPORTS ON WORLD EMPLOYMENT	8/00	4/00	1,813,632	700,000	2,513,632	-	-	-	-	-
TECHNICAL COOPERATION IN EMPLOYMENT AND TRAINING	9/00	3/06	1,925,616	50,000	1,975,616	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	708,328	708,328	-	-	-	27,194,000	27,194,000
DEPARTMENTAL MANAGEMENT	4/00	8/00	1,676,592	388,000	2,064,592	3/09	4/05	1,141,720	489,000	1,630,720
1998-99 TOTALS	**21/00**	**15/06**	**5,415,840**	**1,846,328**	**7,262,168**	**3/09**	**4/05**	**1,141,720**	**27,683,000**	**28,824,720**
1996-97 TOTALS	**25/00**	**16/06**	**6,297,972**	**1,411,355**	**7,709,327**	**6/03**	**7/07**	**1,928,360**	**30,265,548**	**32,193,908**
60.2. EMPLOYMENT AND LABOUR MARKET POLICIES										
GLOBALIZATION AND EMPLOYMENT POLICY	10/00	4/01	2,161,880	168,632	2,330,512	-	-	-	-	-
GLOBALIZATION, AREA-BASED ENTERPRISE DEVELOPMENT AND EMPLOYMENT (AP)	3/00	1/00	622,752	77,248	700,000	-	-	-	-	-
LABOUR MARKET INFORMATION AND POLICIES	16/06	7/04	3,635,456	220,312	3,855,768	-	-	-	-	-
LABOUR MARKET INFORMATION SYSTEMS FOR HUMAN RESOURCE DEVELOPMENT (AP)	2/06	1/06	595,440	100,000	695,440	-	-	-	-	-
FOLLOW-UP TO THE WORLD SUMMIT FOR SOCIAL DEVELOPMENT	8/04	2/00	1,640,640	839,000	2,479,640	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	1/00	4/00	628,224	365,000	993,224	-	-	-	-	-
1998-99 TOTALS	**41/04**	**19/11**	**9,284,392**	**1,770,192**	**11,054,584**	-	-	-	-	-
1996-97 TOTALS	**34/06**	**21/06**	**8,308,848**	**1,609,905**	**9,918,753**	-	-	-	-	-
60.3. TRAINING POLICIES AND SYSTEMS										
TRAINING POLICY ANALYSIS AND DEVELOPMENT	7/06	2/06	1,556,880	250,000	1,806,880	-	-	-	-	-
TRIPARTITE PARTICIPATION AND SOCIAL DIALOGUE ON TRAINING (AP)	1/02	0/04	235,808	114,000	349,808	-	-	-	-	-
ORGANIZATION AND MANAGEMENT OF TRAINING SYSTEMS AND INSTITUTIONS	3/07	1/06	778,896	98,000	876,896	-	-	-	-	-
FINANCING OF TRAINING (AP)	2/09	1/00	580,416	121,000	701,416	-	-	-	-	-
INNOVATIVE APPROACHES AND METHODS FOR FLEXIBLE TRAINING DELIVERY	3/06	1/00	707,424	80,000	787,424	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	1/00	2/00	398,784	92,000	490,784	-	-	-	-	-
1998-99 TOTALS	**19/06**	**8/04**	**4,258,208**	**755,000**	**5,013,208**	-	-	-	-	-
1996-97 TOTALS	**18/11**	**14/07**	**4,878,006**	**883,110**	**5,761,116**	-	-	-	-	-

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
60.4. MIGRATION FOR EMPLOYMENT										
MIGRATION FOR EMPLOYMENT	7/00	2/00	1,414,848	85,000	1,499,848	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	1,705,000	1,705,000
PROGRAMME MANAGEMENT AND SUPPORT	1/00	2/00	398,784	140,000	538,784	-	-	-	-	-
1998-99 TOTALS	**8/00**	**4/00**	**1,813,632**	**225,000**	**2,038,632**	-	-	-	**1,705,000**	**1,705,000**
1996-97 TOTALS	**8/06**	**4/00**	**1,898,304**	**432,310**	**2,330,614**	-	-	-	**1,966,000**	**1,966,000**
60.5. VOCATIONAL REHABILITATION										
EMPLOYMENT OF WORKERS WITH DISABILITIES	7/00	3/00	1,529,568	53,000	1,582,568	-	-	-	-	-
DRUG AND ALCOHOL ABUSE AT THE WORKPLACE	2/00	1/00	453,408	13,000	466,408	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	6,667,000	6,667,000
PROGRAMME MANAGEMENT AND SUPPORT	1/00	2/00	398,784	84,000	482,784	-	-	-	-	-
1998-99 TOTALS	**10/00**	**6/00**	**2,381,760**	**150,000**	**2,531,760**	-	-	-	**6,667,000**	**6,667,000**
1996-97 TOTALS	**8/04**	**5/03**	**2,013,480**	**457,135**	**2,470,615**	-	-	-	**7,062,000**	**7,062,000**

Major programme 65. Enterprise and cooperative development

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
65.1. DEPARTMENTAL MANAGEMENT										
SOCIAL DIMENSIONS OF ENTERPRISE FINANCE	2/00	-	338,688	50,000	388,688	-	-	-	-	-
SOCIAL INVESTMENTS : JOB CREATION THROUGH INNOVATIVE FINANCIAL INSTRUMENTS (AP)	1/06	-	254,016	118,880	372,896	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	655,308	655,308	-	-	-	1,975,000	1,975,000
DEPARTMENTAL MANAGEMENT	2/04	4/00	935,472	206,963	1,142,435	0/06	2/00	314,112	8,669	322,781
1998-99 TOTALS	**5/10**	**4/00**	**1,528,176**	**1,031,151**	**2,559,327**	**0/06**	**2/00**	**314,112**	**1,983,669**	**2,297,781**
1996-97 TOTALS	**8/11**	**5/10**	**2,326,330**	**460,055**	**2,786,385**	**0/03**	**0/01**	**65,156**	**433,000**	**498,156**
65.2. ENTREPRENEURSHIP AND MANAGEMENT DEVELOPMENT										
ENTREPRENEURSHIP AND SMALL ENTERPRISE DEVELOPMENT	10/03	-	1,735,776	75,000	1,810,776	-	-	-	-	-
SMALL AND MEDIUM-SIZED ENTERPRISE DEVELOPMENT FOR EMPLOYMENT (AP)	4/00	0/06	734,736	265,264	1,000,000	-	-	-	-	-
MANAGEMENT DEVELOPMENT AND PRODUCTIVITY	7/06	-	1,270,080	65,000	1,335,080	-	-	-	-	-
PRODUCTIVITY IMPROVEMENT, COMPETITIVENESS AND QUALITY JOBS IN DEVELOPING COUNTRIES (AP)	0/08	-	112;896	237,104	350,000	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	24,460,000	24,460,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	13/03	1,858,728	10,000	1,868,728	4/00	1/00	792,096	-	792,096
1998-99 TOTALS	**24/05**	**13/09**	**5,712,216**	**652,368**	**6,364,584**	**4/00**	**1/00**	**792,096**	**24,460,000**	**25,252,096**
1996-97 TOTALS	**19/00**	**14/00**	**4,823,616**	**969,140**	**5,792,756**	**5/06**	**3/00**	**1,275,552**	**22,707,000**	**23,982,552**
65.3. HOTELS AND TOURISM										
HOTELS AND TOURISM	4/00	-	677,376	60,000	737,376	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	3,097,000	3,097,000
PROGRAMME MANAGEMENT AND SUPPORT	0/06	2/00	314,112	-	314,112	0/06	-	84,672	-	84,672
1998-99 TOTALS	**4/06**	**2/00**	**991,488**	**60,000**	**1,051,488**	**0/06**	**-**	**84,672**	**3,097,000**	**3,181,672**
1996-97 TOTALS	**4/06**	**2/05**	**1,039,288**	**104,160**	**1,143,448**	**-**	**-**	**-**	**5,261,640**	**5,261,640**
65.4. COOPERATIVES										
PROMOTION AND DEVELOPMENT OF COOPERATIVE	7/00	1/00	1,300,128	190,000	1,490,128	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	21,700,000	21,700,000
PROGRAMME MANAGEMENT AND SUPPORT	1/00	5/00	742,944	10,000	752,944	4/00	1/00	792,096	-	792,096
1998-99 TOTALS	**8/00**	**6/00**	**2,043,072**	**200,000**	**2,243,072**	**4/00**	**1/00**	**792,096**	**21,700,000**	**22,492,096**
1996-97 TOTALS	**8/00**	**6/00**	**2,043,072**	**371,565**	**2,414,637**	**5/06**	**3/00**	**1,275,552**	**29,528,000**	**30,803,552**

Major programme 80. Industrial relations and labour administration

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
80.1. DEPARTMENTAL MANAGEMENT										
TECHNICAL COOPERATION	-	-	-	496,632	496,632	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	3/00	764,304	20,194	784,498	0/02	0/02	47,344	2,656	50,000
1998-99 TOTALS	**2/00**	**3/00**	**764,304**	**516,826**	**1,281,130**	**0/02**	**0/02**	**47,344**	**2,656**	**50,000**
1996-97 TOTALS	**5/05**	**3/03**	**1,371,576**	**941,794**	**2,313,370**	**0/02**	**0/02**	**47,344**	**11,598**	**58,942**
80.2. LABOUR LAW										
LABOUR LAW	8/07	-	1,453,536	115,949	1,569,485	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	2,228,000	2,228,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	797,568	-	797,568	0/03	-	42,336	11,681	54,017
1998-99 TOTALS	**10/07**	**4/00**	**2,251,104**	**115,949**	**2,367,053**	**0/03**	**-**	**42,336**	**2,239,681**	**2,282,017**
1996-97 TOTALS	**10/09**	**3/00**	**2,164,608**	**117,719**	**2,282,327**	**0/04**	**-**	**56,448**	**973,767**	**1,030,215**
80.3. INDUSTRIAL RELATIONS										
INDUSTRIAL RELATIONS	18/04	-	3,104,640	452,000	3,556,640	-	-	-	-	-
ACTION PROGRAMMES FOR INDUSTRIAL RELATIONS	3/08	1/06	793,008	110,000	903,008	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	12/00	1,715,328	-	1,715,328	0/03	-	42,336	11,680	54,016
1998-99 TOTALS	**24/00**	**13/06**	**5,612,976**	**562,000**	**6,174,976**	**0/03**	**-**	**42,336**	**11,680**	**54,016**
1996-97 TOTALS	**18/02**	**11/00**	**4,338,336**	**232,404**	**4,570,740**	**0/04**	**-**	**56,448**	**960,767**	**1,017,215**
80.4. LABOUR ADMINISTRATION										
DEVELOPMENT OF LABOUR ADMINISTRATION	2/00	2/00	568,128	55,000	623,128	-	-	-	-	-
ORGANIZATION AND MANAGEMENT OF LABOUR ADMINISTRATION SYSTEMS (AP)	2/00	1/00	453,408	246,592	700,000	-	-	-	-	-
LABOUR INSPECTION	4/00	2/00	906,816	131,000	1,037,816	-	-	-	-	-
EMPLOYMENT SERVICES	4/00	2/00	906,816	130,000	1,036,816	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	6,320,000	6,320,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	797,568	30,000	827,568	1/09	0/08	372,832	3,580	376,412
1998-99 TOTALS	**14/00**	**11/00**	**3,632,736**	**592,592**	**4,225,328**	**1/09**	**0/08**	**372,832**	**6,323,580**	**6,696,412**
1996-97 TOTALS	**12/08**	**9/03**	**3,206,184**	**431,095**	**3,637,279**	**2/10**	**-**	**479,808**	**9,416,000**	**9,895,808**

Major programme 90. Working conditions and environment

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
90.1. DEPARTMENTAL MANAGEMENT										
CHILD LABOUR	6/04	2/00	1,301,952	325,000	1,626,952	-	-	-	-	-
ACTION AGAINST EXTREME FORMS OF CHILD LABOUR (AP)	3/00	1/00	622,752	70,000	692,752	-	-	-	-	-
ENVIRONMENT, SUSTAINABLE DEVELOPMENT AND THE WORLD OF WORK	2/00	1/00	453,408	40,000	493,408	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	1,123,336	1,123,336	-	-	-	17,724,000	17,724,000
PROGRAMME MANAGEMENT AND SUPPORT	4/00	4/00	1,217,712	30,000	1,247,712	4/10	5/02	1,411,216	17,582	1,428,798
1998-99 TOTALS	**15/04**	**8/00**	**3,595,824**	**1,588,336**	**5,184,160**	**4/10**	**5/02**	**1,411,216**	**17,741,582**	**19,152,798**
1996-97 TOTALS	**6/10**	**6/06**	**1,984,320**	**1,785,709**	**3,770,029**	**2/00**	**3/00**	**682,848**	**11,807,049**	**12,489,897**
90.2. OCCUPATIONAL SAFETY AND HEALTH										
POLICIES FOR OCCUPATIONAL SAFETY AND HEALTH	5/09	3/04	1,356,128	106,054	1,462,182	-	-	-	-	-
ACCIDENT PREVENTION AND ERGONOMICS	4/01	2/03	949,608	46,000	995,608	-	-	-	-	-
SAFETY CULTURE (AP)	2/00	1/06	510,768	52,000	562,768	-	-	-	-	-
OCCUPATIONAL RESPIRATORY DISEASES AND WORK-RELATED DISORDERS	5/06	2/10	1,256,432	99,000	1,355,432	-	-	-	-	-
CHEMICAL SAFETY AND OCCUPATIONAL HYGIENE	4/03	1/09	920,472	62,000	982,472	-	-	-	-	-
OCCUPATIONAL SAFETY AND HEALTH INFORMATION SERVICES	11/00	11/03	3,153,384	225,000	3,378,384	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	7,055,000	7,055,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	568,128	21,128	589,256	0/10	0/04	179,360	16,085	195,445
1998-99 TOTALS	**34/07**	**24/11**	**8,714,920**	**611,182**	**9,326,102**	**0/10**	**0/04**	**179,360**	**7,071,085**	**7,250,445**
1996-97 TOTALS	**39/08**	**28/00**	**9,929,472**	**980,832**	**10,910,304**	**3/08**	**-**	**620,928**	**6,644,000**	**7,264,928**
90.3. CONDITIONS OF WORK										
WORKERS' DIGNITY AND EQUALITY	5/08	2/04	1,227,296	160,000	1,387,296	-	-	-	-	-
WORKERS' PROTECTION AND ORGANIZATIONAL EFFECTIVENESS	3/07	1/06	778,896	79,000	857,896	-	-	-	-	-
THE SOCIALLY RESPONSIBLE ENTERPRISE (AP)	2/06	1/01	547,640	152,360	700,000	-	-	-	-	-
WORKING TIME	5/05	1/06	1,089,360	130,000	1,219,360	-	-	-	-	-
TECHNICAL COOPERATION	-	-	-	-	-	-	-	-	641,000	641,000
PROGRAMME MANAGEMENT AND SUPPORT	2/00	4/00	797,568	69,603	867,171	-	-	-	-	-
1998-99 TOTALS	**19/02**	**10/05**	**4,440,760**	**590,963**	**5,031,723**	**-**	**-**	**-**	**641,000**	**641,000**
1996-97 TOTALS	**21/01**	**12/06**	**5,004,336**	**699,368**	**5,703,704**	**0/05**	**-**	**70,560**	**1,074,000**	**1,144,560**

Major programme 160. Personnel

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
160.1. DEPARTMENTAL MANAGEMENT										
STAFF WELFARE AND COUNSELLING	2/00	1/00	453,408	112,860	566,268	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	654,385	55,000	709,385	-	-	-	-	-
1998-99 TOTALS	**4/00**	**3/00**	**1,107,793**	**167,860**	**1,275,653**	-	-	-	-	-
1996-97 TOTALS	**4/00**	**4/00**	**1,217,712**	**324,351**	**1,542,063**	-	-	-	-	-
160.2. PERSONNEL PLANNING AND STAFF MOVEMENTS										
STAFF PROSPECTION AND RECRUITMENT	4/06	7/00	1,659,088	103,000	1,762,088	-	-	-	-	-
ADMINISTRATION OF STAFF MOVEMENTS	5/06	12/00	2,580,032	10,000	2,590,032	-	-	-	-	-
CLASSIFICATION AND PERFORMANCE APPRAISAL	5/00	4/00	1,305,600	50,000	1,355,600	-	-	-	-	-
TECHNICAL COOPERATION PERSONNEL SERVICES	-	-	-	-	-	5/00	7/00	1,649,760	-	1,649,760
PROGRAMME MANAGEMENT AND SUPPORT	1/00	2/00	438,784	25,000	463,784	-	-	-	-	-
1998-99 TOTALS	**16/00**	**25/00**	**5,983,504**	**188,000**	**6,171,504**	**5/00**	**7/00**	**1,649,760**	-	**1,649,760**
1996-97 TOTALS	**17/00**	**22/00**	**5,816,921**	**202,649**	**6,019,570**	**6/00**	**13/00**	**2,557,424**	**32,662**	**2,590,086**
160.3. PERSONNEL ADMINISTRATION										
STAFF RELATIONS AND REGULATIONS	4/00	1/00	792,096	14,000	806,096	-	-	-	-	-
ENTITLEMENTS, SALARIES AND PENSIONS	4/00	11/00	1,954,296	135,000	2,089,296	-	5/03	602,280	6,098	608,378
HEALTH INSURANCE	2/00	10/00	1,501,102	19,200	1,520,302	-	9/04	1,070,720	-	1,070,720
COMPENSATION	2/00	2/00	568,128	-	568,128	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	1/00	459,408	52,430	511,838	-	-	-	-	-
1998-99 TOTALS	**14/00**	**25/00**	**5,275,030**	**220,630**	**5,495,660**	-	**14/07**	**1,673,000**	**6,098**	**1,679,098**
1996-97 TOTALS	**16/00**	**24/06**	**5,556,358**	**231,320**	**5,787,678**	**0/06**	**16/08**	**2,062,672**	-	**2,062,672**
160.4. STAFF TRAINING AND HUMAN RESOURCES DEVELOPMENT										
STAFF TRAINING AND HUMAN RESOURCES DEVELOPMENT	4/10	2/00	1,047,936	2,456,475	3,504,411	-	-	-	954,032	954,032
1998-99 TOTALS	**4/10**	**2/00**	**1,047,936**	**2,456,475**	**3,504,411**	-	-	-	**954,032**	**954,032**
1996-97 TOTALS	**2/00**	**3/00**	**682,848**	**1,893,475**	**2,576,323**	-	-	-	**910,500**	**910,500**
160.5. PERSONNEL INFORMATION MANAGEMENT										
PERSONNEL INFORMATION AND PAYROLL SYSTEM (PERSIS)	3/06	3/00	1,042,864	660,000	1,702,864	-	-	-	-	-
PERSONNEL RECORDS	-	7/00	803,040	-	803,040	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	0/06	0/06	142,032	10,000	152,032	-	3/00	344,160	-	344,160
1998-99 TOTALS	**4/00**	**10/06**	**1,987,936**	**670,000**	**2,657,936**	-	**3/00**	**344,160**	-	**344,160**
1996-97 TOTALS	**4/00**	**11/00**	**2,110,096**	**715,985**	**2,826,081**	-	**2/00**	**289,440**	-	**289,440**

Major programme 170. Financial services

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
170.1. TREASURER AND FINANCIAL COMPTROLLER										
DEPARTMENTAL MANAGEMENT AND SECRETARIAL SUPPORT	2/00	2/00	739,756	12,030	751,786	-	-	-	-	-
1998-99 TOTALS	**2/00**	**2/00**	**739,756**	**12,030**	**751,786**	**-**	**-**	**-**	**-**	**-**
1996-97 TOTALS	**2/00**	**2/00**	**739,756**	**12,030**	**751,786**	**-**	**-**	**-**	**-**	**-**
170.2. BUDGET AND FINANCE										
BUDGET DEVELOPMENT AND MANAGEMENT	8/00	21/00	3,763,872	-	3,763,872	-	-	-	-	-
PAYMENT AUTHORISATIONS	4/00	26/03	3,688,776	-	3,688,776	-	-	-	-	-
POLICY PLANNING AND DOCUMENTATION	2/00	2/00	568,128	-	568,128	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	4/00	6/00	1,799,152	333,520	2,132,672	2/00	12/06	1,772,688	56,478	1,829,166
1998-99 TOTALS	**18/00**	**55/03**	**9,819,928**	**333,520**	**10,153,448**	**2/00**	**12/06**	**1,772,688**	**56,478**	**1,829,166**
1996-97 TOTALS	**16/00**	**59/01**	**10,116,200**	**374,810**	**10,491,010**	**4/00**	**11/11**	**2,044,456**	**54,055**	**2,098,511**
170.3. TREASURY AND ACCOUNTS										
TREASURY OPERATIONS	2/00	6/00	1,027,008	13,850	1,040,858	-	-	-	-	-
ACCOUNTS SECTION	6/00	10/04	2,201,504	-	2,201,504	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	586,238	210,080	796,318	-	6/08	764,800	-	764,800
1998-99 TOTALS	**10/00**	**18/04**	**3,814,750**	**223,930**	**4,038,680**	**-**	**6/08**	**764,800**	**-**	**764,800**
1996-97 TOTALS	**10/00**	**20/03**	**4,029,660**	**133,929**	**4,163,589**	**-**	**7/09**	**889,080**	**-**	**889,080**

Major programme 220. Relations, meetings and document services

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
220.1. DEPARTMENTAL MANAGEMENT										
PROGRAMME MANAGEMENT AND SUPPORT	6/00	10/00	2,244,720	159,455	2,404,175	-	-	-	-	-
1998-99 TOTALS	**6/00**	**10/00**	**2,244,720**	**159,455**	**2,404,175**	-	-	-	-	-
1996-97 TOTALS	**6/00**	**11/00**	**2,359,440**	**109,455**	**2,468,895**	-	-	-	-	-
220.2. OFFICIAL RELATIONS										
ORGANIZATION AND SERVICING OF MEETINGS	6/00	7/00	1,819,104	149,000	1,968,104	-	-	-	-	-
INTERPRETATION SERVICES	6/00	2/00	5,750,504	-	5,750,504	-	-	-	-	-
OFFICIAL CORRESPONDENCE	6/00	6/00	1,724,384	-	1,724,384	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	1/00	1/00	284,064	-	284,064	-	-	-	-	-
1998-99 TOTALS	**19/00**	**16/00**	**9,578,056**	**149,000**	**9,727,056**	-	-	-	-	-
1996-97 TOTALS	**20/00**	**16/00**	**10,477,980**	**173,031**	**10,651,011**	-	-	-	-	-
220.3. OFFICIAL DOCUMENTATION										
LANGUAGE SERVICES	76/01	4/00	13,693,136	570,000	14,263,136	-	-	-	-	-
TERMINOLOGY AND REFERENCE	2/00	9/00	1,391,168	-	1,391,168	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	568,128	-	568,128	-	-	-	-	-
1998-99 TOTALS	**80/01**	**15/00**	**15,652,432**	**570,000**	**16,222,432**	-	-	-	-	-
1996-97 TOTALS	**88/00**	**24/00**	**18,498,712**	**524,035**	**19,022,747**	-	-	-	-	-
220.4. DOCUMENTS PRODUCTION AND DISTRIBUTION										
TEXT-PROCESSING	4/00	122/00	15,345,386	386,436	15,731,822	-	-	-	-	-
INTERNAL PRINTING	2/00	34/00	4,419,168	1,272,041	5,691,209	-	-	-	-	-
EXTERNAL PRINTING AND PROOF-READING	12/00	10/00	3,294,234	247,001	3,541,235	-	-	-	-	-
DISTRIBUTION	2/00	26/00	3,391,116	3,262,015	6,653,131	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	4/00	4/00	1,136,256	6,700	1,142,956	-	-	-	-	-
1998-99 TOTALS	**24/00**	**196/00**	**27,586,160**	**5,174,193**	**32,760,353**	-	-	-	-	-
1996-97 TOTALS	**21/00**	**218/00**	**29,944,537**	**5,346,223**	**35,290,760**	-	-	-	-	-

Major programme 240. International relations

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
240.1. RELATIONS WITH INTERGOVERNMENTAL AND NON-GOVERNMENTAL ORGANIZATIONS										
RELATIONS WITH INTERGOVERNMENTAL ORGANIZATIONS	5/00	2/03	1,104,840	70,085	1,174,925	-	-	-	-	-
RELATIONS WITH NON-GOVERNMENTAL ORGANIZATIONS	2/00	3/03	711,528	16,820	728,348	-	-	-	-	-
EXTERNAL DOCUMENTATION AND MEETINGS	0/08	2/06	399,696	-	399,696	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	0/04	-	102,158	6,565	108,723	-	-	-	-	-
1998-99 TOTALS	**8/00**	**8/00**	**2,318,222**	**93,470**	**2,411,692**	-	-	-	-	-
1996-97 TOTALS	**8/00**	**8/00**	**2,318,222**	**93,470**	**2,411,692**	-	-	-	-	-
240.2. LIAISON OFFICE WITH UNITED NATIONS, NEW YORK										
LIAISON OFFICE WITH UNITED NATIONS, NEW YORK	4/00	8/00	1,198,376	807,000	2,005,376	-	-	-	-	-
1998-99 TOTALS	**4/00**	**8/00**	**1,198,376**	**807,000**	**2,005,376**	-	-	-	-	-
1996-97 TOTALS	**4/00**	**8/00**	**1,198,376**	**807,000**	**2,005,376**	-	-	-	-	-

Major programme 250. Field programmes in Africa

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
250.01. REGIONAL MANAGEMENT										
REGIONAL MANAGEMENT	2/00	4/00	788,056	156,666	944,722	-	-	-	-	-
1998-99 TOTALS	**2/00**	**4/00**	**788,056**	**156,666**	**944,722**	**-**	**-**	**-**	**-**	**-**
1996-97 TOTALS	**2/00**	**4/00**	**788,056**	**159,670**	**947,726**	**-**	**-**	**-**	**-**	**-**
250.02. REGIONAL TECHNICAL PROGRAMMES										
WEST AFRICA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	14/00	10/00	2,620,816	285,500	2,906,316	2/00	2/00	370,688	18,000	388,688
EAST AFRICA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	20/00	10/00	3,531,880	424,000	3,955,880	-	6/00	64,500	-	64,500
NORTH AFRICA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	12/00	8/00	2,205,288	230,500	2,435,788	-	2/00	24,000	-	24,000
SAHELIAN AFRICA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	14/00	8/00	2,520,816	240,500	2,761,316	-	2/00	34,000	-	34,000
SOUTHERN AFRICA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	18/00	14/00	3,216,192	474,227	3,690,419	-	2/00	22,000	-	22,000
CENTRAL AFRICA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	14/00	10/00	2,596,897	352,500	2,949,397	-	-	-	-	-
FIELD PROJECTS (RBTC)	-	-	-	5,490,387	5,490,387	-	-	-	-	-
1998-99 TOTALS	**92/00**	**60/00**	**16,691,889**	**7,497,614**	**24,189,503**	**2/00**	**14/00**	**515,188**	**18,000**	**533,188**
1996-97 TOTALS	**92/00**	**50/00**	**16,428,148**	**7,072,931**	**23,501,079**	**-**	**10/00**	**91,076**	**-**	**91,076**
250.03. RELATIONS, SERVICE AND SUPPORT										
PUBLIC INFORMATION, LIBRARY AND DOCUMENTATION	2/00	2/00	388,688	12,000	400,688	-	-	-	-	-
REGIONAL PROGRAMMING	2/00	8/00	538,688	30,000	568,688	4/00	2/00	720,376	-	720,376
PERSONNEL, FINANCE AND ADMINISTRATION	7/00	54/00	2,535,408	1,132,070	3,667,478	1/00	2/00	212,344	16,742	229,086
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	388,688	79,000	467,688	-	-	-	-	-
1998-99 TOTALS	**13/00**	**66/00**	**3,851,472**	**1,253,070**	**5,104,542**	**5/00**	**4/00**	**932,720**	**16,742**	**949,462**
1996-97 TOTALS	**13/00**	**64/00**	**3,918,542**	**1,070,780**	**4,989,322**	**3/00**	**2/00**	**529,032**	**-**	**529,032**
250.04. NETWORK OF OFFICES										
ABIDJAN AREA OFFICE	2/00	4/00	430,688	76,500	507,188	2/00	4/00	428,688	-	428,688
OFFICE, ADDIS-ABABA	2/00	18/00	588,688	261,200	849,888	2/00	-	338,688	-	338,688
OFFICE, ALGIERS	2/00	10/00	593,088	141,980	735,068	-	-	-	-	-
OFFICE, ANTANANARIVO	4/00	14/00	788,581	234,200	1,022,781	-	4/00	20,000	-	20,000
OFFICE, CAIRO	2/00	18/00	813,063	160,100	973,163	-	-	-	-	-
OFFICE, DAKAR	5/00	20/00	1,358,600	300,730	1,659,330	1/00	-	169,344	-	169,344
OFFICE, DAR ES SALAAM	4/00	20/00	947,376	403,500	1,350,876	-	4/00	38,000	-	38,000
OFFICE, PRETORIA	4/00	12/00	1,013,376	307,700	1,321,076	-	4/00	60,000	-	60,000
OFFICE, KINSHASA	2/00	16/00	611,688	181,900	793,588	-	-	-	-	-
OFFICE, LAGOS	2/00	18/00	633,688	185,200	818,888	-	2/00	25,000	-	25,000
OFFICE, LUSAKA	4/00	18/00	908,376	236,500	1,144,876	-	4/00	30,000	-	30,000
OFFICE, YAOUNDE	4/00	16/00	1,188,126	300,860	1,488,986	-	4/00	54,000	-	54,000
1998-99 TOTALS	**37/00**	**184/00**	**9,875,338**	**2,790,370**	**12,665,708**	**5/00**	**26/00**	**1,163,720**	**-**	**1,163,720**
1996-97 TOTALS	**38/00**	**184/00**	**10,057,302**	**2,900,570**	**12,957,872**	**8/00**	**16/00**	**1,482,052**	**18,000**	**1,500,052**

Major programme 260. Field programmes in the Americas

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
260.01. REGIONAL MANAGEMENT										
REGIONAL MANAGEMENT	2/00	3/00	701,436	162,720	864,156	-	-	-	-	-
1998-99 TOTALS	**2/00**	**3/00**	**701,436**	**162,720**	**864,156**	**-**	**-**	**-**	**-**	**-**
1996-97 TOTALS	**2/00**	**3/00**	**701,436**	**162,720**	**864,156**	**-**	**-**	**-**	**-**	**-**
260.02. REGIONAL TECHNICAL PROGRAMMES										
ANDEAN MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	20/00	9/00	3,730,680	362,000	4,092,680	-	-	-	-	-
CENTRAL AMERICAN MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	18/00	8/00	3,189,192	347,400	3,536,592	-	-	-	-	-
SOUTHERN AMERICAS MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	18/00	32/00	4,673,792	768,400	5,442,192	-	-	-	-	-
CARIBBEAN MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	14/00	6/00	2,470,816	345,000	2,815,816	-	-	-	-	-
AD HOC ADVISORY SERVICES (RBTC)	0/04	-	56,448	-	56,448	-	-	-	-	-
CINTERFOR (RBTC)	-	-	-	1,543,000	1,543,000	-	-	-	-	-
FIELD PROJECTS (RBTC)	-	-	-	3,374,945	3,374,945	-	-	-	-	-
1998-99 TOTALS	**70/04**	**55/00**	**14,120,928**	**6,740,745**	**20,861,673**	**-**	**-**	**-**	**-**	**-**
1996-97 TOTALS	**68/04**	**55/06**	**13,807,640**	**6,597,770**	**20,405,410**	**-**	**-**	**-**	**-**	**-**
260.03. RELATIONS, SERVICE AND SUPPORT										
PUBLIC INFORMATION	2/00	-	338,688	-	338,688	-	-	-	-	-
LIBRARY AND DOCUMENTATION	-	4/00	152,800	-	152,800	-	-	-	-	-
REGIONAL PROGRAMMING	2/00	8/00	871,488	-	871,488	-	-	-	-	-
SPECIAL ADVISER ON REGIONAL INTEGRATION	2/00	-	338,688	-	338,688	-	-	-	-	-
ANDEAN UNIT	2/00	2/00	415,088	-	415,088	-	-	-	-	-
PERSONNEL, FINANCE AND ADMINISTRATION	4/00	33/00	2,278,776	899,200	3,177,976	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	415,088	150,000	565,088	-	-	-	244,372	244,372
1998-99 TOTALS	**14/00**	**49/00**	**4,810,616**	**1,049,200**	**5,859,816**	**-**	**-**	**-**	**244,372**	**244,372**
1996-97 TOTALS	**14/00**	**49/00**	**4,697,016**	**1,067,700**	**5,764,716**	**-**	**-**	**-**	**134,060**	**134,060**
260.04. NETWORK OF OFFICES IN LATIN AMERICA AND THE CARIBBEAN										
OFFICE, BRASILIA	4/00	12/00	1,127,376	427,000	1,554,376	-	-	-	-	-
OFFICE, BUENOS AIRES	4/00	12/00	1,509,376	363,200	1,872,576	-	4/00	240,000	25,000	265,000
OFFICE, MEXICO	4/00	14/00	1,377,376	432,200	1,809,576	-	6/00	157,000	-	157,000
OFFICE, PORT OF SPAIN	4/00	18/06	1,084,376	441,600	1,525,976	-	4/00	80,000	-	80,000
OFFICE, SAN JOSE	4/00	20/00	1,250,376	470,100	1,720,476	-	4/00	105,000	-	105,000
1998-99 TOTALS	**20/00**	**76/06**	**6,348,880**	**2,134,100**	**8,482,980**	**-**	**18/00**	**582,000**	**25,000**	**607,000**
1996-97 TOTALS	**20/00**	**78/00**	**6,381,880**	**2,249,000**	**8,630,880**	**-**	**22/00**	**647,000**	**-**	**647,000**
260.05. THE WASHINGTON BRANCH OFFICE										
BRANCH OFFICE, WASHINGTON	8/00	2/00	1,153,000	585,000	1,738,000	-	6/00	319,000	-	319,000
1998-99 TOTALS	**8/00**	**2/00**	**1,153,000**	**585,000**	**1,738,000**	**-**	**6/00**	**319,000**	**-**	**319,000**
1996-97 TOTALS	**8/00**	**2/00**	**1,153,000**	**585,000**	**1,738,000**	**-**	**6/00**	**276,000**	**-**	**276,000**

Major programme 265. Field programmes in Arab States

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
265.01. REGIONAL MANAGEMENT										
REGIONAL MANAGEMENT	2/00	3/00	675,036	68,140	743,176	-	-	-	-	-
1998-99 TOTALS	**2/00**	**3/00**	**675,036**	**68,140**	**743,176**	**-**	**-**	**-**	**-**	**-**
1996-97 TOTALS	**2/00**	**3/00**	**675,036**	**68,140**	**743,176**	**-**	**-**	**-**	**-**	**-**
265.02. REGIONAL TECHNICAL PROGRAMMES										
ARAB STATES MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	18/00	9/00	3,228,192	313,200	3,541,392	-	-	-	-	-
AD HOC ADVISORY SERVICES (RBTC)	1/01	-	183,456	-	183,456	0/04	-	56,448	17,504	73,952
FIELD PROJECTS (RBTC)	-	-	-	1,365,350	1,365,350	-	-	-	-	-
1998-99 TOTALS	**19/01**	**9/00**	**3,411,648**	**1,678,550**	**5,090,198**	**0/04**	**-**	**56,448**	**17,504**	**73,952**
1996-97 TOTALS	**19/01**	**9/00**	**3,411,648**	**1,498,550**	**4,910,198**	**-**	**-**	**-**	**-**	**-**
265.03. RELATIONS, SERVICE AND SUPPORT										
PUBLIC INFORMATION AND DOCUMENTATION	2/00	4/00	551,188	173,000	724,188	-	-	-	-	-
REGIONAL PROGRAMMING	2/00	4/00	438,688	18,000	456,688	-	-	-	-	-
PERSONNEL, FINANCE AND ADMINISTRATION	2/00	22/00	888,688	355,080	1,243,768	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	388,688	31,800	420,488	-	-	-	-	-
1998-99 TOTALS	**8/00**	**32/00**	**2,267,252**	**577,880**	**2,845,132**	**-**	**-**	**-**	**-**	**-**
1996-97 TOTALS	**8/00**	**32/00**	**2,267,252**	**577,880**	**2,845,132**	**-**	**-**	**-**	**16,896**	**16,896**

Major programme 270. Field programmes in Asia and the Pacific

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
270.01. REGIONAL MANAGEMENT										
REGIONAL MANAGEMENT	2/00	2/00	598,316	115,600	713,916	-	-	-	-	-
1998-99 TOTALS	**2/00**	**2/00**	**598,316**	**115,600**	**713,916**	**-**	**-**	**-**	**-**	**-**
1996-97 TOTALS	**2/00**	**2/00**	**598,316**	**135,600**	**733,916**	**-**	**-**	**-**	**-**	**-**
270.02. REGIONAL TECHNICAL PROGRAMMES										
EAST ASIA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	36/00	24/00	6,821,184	1,090,500	7,911,684	-	-	-	35,430	35,430
SOUTH ASIA MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	25/00	16/00	4,433,600	503,100	4,936,700	-	-	-	26,056	26,056
SOUTH-EAST ASIA AND THE PACIFIC MULTIDISCIPLINARY ADVISORY TEAM (RBTC)	12/00	10/00	2,207,128	491,090	2,698,218	-	-	-	16,670	16,670
FIELD PROJECTS (RBTC)	-	-	-	3,979,036	3,979,036	-	-	-	-	-
1998-99 TOTALS	**73/00**	**50/00**	**13,461,912**	**6,063,726**	**19,525,638**	**-**	**-**	**-**	**78,156**	**78,156**
1996-97 TOTALS	**72/00**	**48/00**	**13,257,568**	**5,394,936**	**18,652,504**	**-**	**-**	**-**	**-**	**-**
270.03. RELATIONS, SERVICE AND SUPPORT										
RELATIONS AND PUBLIC INFORMATION	2/00	2/00	399,088	20,055	419,143	-	-	-	-	-
LIBRARY AND DOCUMENTATION	-	4/00	120,800	-	120,800	-	-	-	-	-
REGIONAL PROGRAMMING SERVICES	3/00	6/00	689,232	-	689,232	0/06	6/00	516,615	-	516,615
REGIONAL ADMINISTRATIVE SERVICES	5/06	48/06	2,396,092	1,159,900	3,555,992	-	5/06	216,848	43,955	260,803
PROGRAMME MANAGEMENT AND SUPPORT	2/00	2/00	399,088	34,000	433,088	-	-	-	-	-
1998-99 TOTALS	**12/06**	**62/06**	**4,004,300**	**1,213,955**	**5,218,255**	**0/06**	**11/06**	**733,463**	**43,955**	**777,418**
1996-97 TOTALS	**12/06**	**56/06**	**3,823,100**	**1,415,700**	**5,238,800**	**1/06**	**11/06**	**569,116**	**10,953**	**580,069**
270.04. NETWORK OF OFFICES										
BANGKOK AREA OFFICE	4/00	8/00	918,976	144,900	1,063,876	-	4/00	137,671	20,000	157,671
OFFICE, BEIJING	6/00	-	1,016,064	446,200	1,462,264	-	-	-	11,000	11,000
OFFICE, COLOMBO	2/00	14/00	473,688	124,900	598,588	-	6/00	44,494	9,000	53,494
OFFICE, DHAKA	2/00	26/00	650,988	235,800	886,788	-	-	-	9,000	9,000
OFFICE, ISLAMABAD	4/00	20/00	1,175,076	234,200	1,409,276	-	2/00	36,348	12,500	48,848
OFFICE, JAKARTA	3/00	18/00	990,332	231,200	1,221,532	1/00	4/00	257,087	15,500	272,587
OFFICE, MANILA	2/00	24/00	907,974	200,410	1,108,384	-	2/00	34,847	8,500	43,347
OFFICE, NEW DELHI	4/00	26/00	1,049,176	212,900	1,262,076	-	16/00	175,004	11,000	186,004
OFFICE, SUVA	4/00	12/00	887,876	225,160	1,113,036	-	2/00	74,982	8,500	83,482
OFFICE, TOKYO	6/00	12/03	2,740,800	1,154,400	3,895,200	-	-	-	-	-
SENIOR TECHNICAL ADVISER, HANOI	2/00	10/00	413,688	66,003	479,691	-	-	-	10,000	10,000
SENIOR TECHNICAL ADVISER, KATHMANDU	2/00	6/00	381,688	72,600	454,288	-	2/00	15,994	12,500	28,494
1998-99 TOTALS	**41/00**	**176/03**	**11,606,326**	**3,348,673**	**14,954,999**	**1/00**	**38/00**	**776,427**	**127,500**	**903,927**
1996-97 TOTALS	**43/00**	**164/03**	**11,932,228**	**3,354,160**	**15,286,388**	**-**	**38/00**	**483,572**	**-**	**483,572**

Major programme 280. Field programmes in Europe and Central Asia

SUBPROGRAMMES	REGULAR BUDGET 1998-99 (IN US DOLLARS)					OTHER SOURCES 1998-99				
	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES	WORK-YRS/MTHS		STAFF COSTS	OTHER COSTS	TOTAL RESOURCES
	P	GS				P	GS			
280.01. REGIONAL MANAGEMENT, RELATIONS AND SUPPORT										
REGIONAL PROGRAMMING	1/05	1/00	354,624	-	354,624	-	-	-	-	-
RELATIONS AND INFORMATION	1/04	1/00	340,512	61,860	402,372	-	-	-	-	-
PERSONNEL, FINANCIAL AND INTERNAL ADMINISTRATION	0/03	2/00	271,776	-	271,776	-	-	-	-	-
PROGRAMME MANAGEMENT AND SUPPORT	2/00	3/00	873,226	46,860	920,086	1/00	-	169,344	555,514	724,858
1998-99 TOTALS	**5/00**	**7/00**	**1,840,138**	**108,720**	**1,948,858**	**1/00**	**-**	**169,344**	**555,514**	**724,858**
1996-97 TOTALS	**5/00**	**7/00**	**1,749,966**	**123,720**	**1,873,686**	**1/00**	**-**	**169,344**	**70,166**	**239,510**
280.02. REGIONAL TECHNICAL PROGRAMMES										
CENTRAL AND EASTERN EUROPEAN MULTIDISCIPLINARY ADVISORY TEAM(CEET) (RBTC)	14/00	11/00	2,517,816	377,000	2,894,816	-	-	-	25,000	25,000
EASTERN EUROPEAN AND CENTRAL ASIAN MULTIDISCIPLINARY ADVISORY TEAM (EECAT) (RBTC)	10/00	11/00	1,852,940	464,600	2,317,540	-	-	-	45,000	45,000
FIELD PROJECTS (RBTC)	-	-	-	694,510	694,510	-	-	-	-	-
1998-99 TOTALS	**24/00**	**22/00**	**4,370,756**	**1,536,110**	**5,906,866**	**-**	**-**	**-**	**70,000**	**70,000**
1996-97 TOTALS	**15/00**	**10/00**	**2,675,160**	**1,061,670**	**3,736,830**	**-**	**-**	**-**	**-**	**-**
280.03. NETWORK OF OFFICES										
BRANCH OFFICE, ANKARA	2/00	6/00	521,688	137,000	658,688	-	2/00	36,608	-	36,608
LIAISON OFFICE, BRUSSELS	2/00	5/00	783,888	340,000	1,123,888	-	1/00	58,000	-	58,000
BRANCH OFFICE, BONN	2/00	4/00	661,200	213,600	874,800	-	1/00	68,000	-	68,000
BRANCH OFFICE, LONDON	2/00	4/00	526,750	509,130	1,035,880	2/00	2/00	246,000	-	246,000
BRANCH OFFICE, MADRID	2/00	-	230,000	25,400	255,400	-	-	-	20,000	20,000
BRANCH OFFICE, PARIS	2/00	4/00	780,000	283,440	1,063,440	-	2/00	140,000	-	140,000
BRANCH OFFICE, ROME	2/00	6/00	589,050	110,500	699,550	-	-	-	-	-
NATIONAL CORRESPONDENTS	-	-	-	176,000	176,000	-	-	-	-	-
1998-99 TOTALS	**14/00**	**29/00**	**4,092,576**	**1,795,070**	**5,887,646**	**2/00**	**8/00**	**548,608**	**20,000**	**568,608**
1996-97 TOTALS	**20/00**	**38/00**	**5,211,640**	**2,201,760**	**7,413,400**	**2/00**	**8/00**	**614,000**	**20,000**	**634,000**

Information Annex No. 3

Details of cost increases

1. This Information Annex provides information on the cost increases which have been included in the budget and which are calculated either on the basis of the various classifications of expenditure (objects of expenditure) common to most major programmes, or on the basis of an analysis of a particular activity. A description of the various types of expenditure included in each object of expenditure is thus also given in paragraph 54 below.

Inter-agency co-ordination regarding calculation of cost increases in the Geneva-based portion of the budget

2. For a number of biennia, the ILO has used assumptions agreed upon in common with other organizations of the United Nations system having headquarters or major offices in Geneva as a basis for the calculation of cost increases in the Geneva-based portion of its budget.

3. In continuing this established practice, endorsed by ACC, representatives of these organizations held a meeting in September 1996 to consider rates of exchange and inflation to be assumed for Switzerland in their proposed budgets covering 1997 or 1998-99. The conclusions of the meeting were as follows:

US dollar — Swiss franc exchange rate

4. The rate of exchange assumed for budgetary purposes between the United States dollar and the Swiss franc was of particular importance for organizations whose budgets were denominated in dollars and whose expenditures were incurred to a significant extent in Swiss francs. However, the rate also had importance for organizations whose budgets were denominated in Swiss francs, since it affected the Swiss-franc equivalent of estimates for dollar income and expenditure, such as expected receipts of support-cost income in dollars from extra-budgetary sources, requirements for activities in which costs were incurred in dollars, and contributions to the United Nations Joint Staff Pension Fund, which were calculated in dollars.

5. As was the case in previous meetings, participants recognized that market conditions made it impossible for organizations to predict the evolution of exchange rates, especially for periods as long as the one extending from the time of preparation of proposed budgets up to the end of the financial period that they covered. The latest actual rate was therefore normally taken as a basis in drawing up budget estimates. Since governing bodies considered proposed budgets at different times and the timing of their reviews determined the dates at which the estimates had to be established, no common cut-off date, and hence no common rate, could be contemplated. Individual organizations could, however, adopt the last United Nations operational rate of exchange that was known when its proposed budget was completed. Adjusted estimates could subsequently be presented at the time of governing bodies' reviews where this was judged to be appropriate by the executive head.

Rates of inflation in Switzerland and other cost increases

6. The other cost changes for which it was necessary to make provision in proposed budgets included both the expected effects of inflation and "statutory" changes resulting from upgradings and downgradings of posts, recruitments and promotions, annual salary increments, etc. It was for each organization to make allowance for these latter factors in the light of its own experience and trends; there could be no uniform rates in this area. On the other hand, a common set of assumptions could be agreed upon with regard to the evolution of economic factors in Switzerland in the period considered. However, since for a variety of reasons the estimates for the *preceding* period embodied different assumptions on cost levels, each organization would need to decide on the adjustments required in its 1996 and 1997 estimates in order to provide an adequate cost base in budgeting for the economic conditions jointly assumed for 1998 and 1999. Elements that could involve changes in cost levels but depended on decisions still to be taken by governing bodies might need to be included in proposed budgets, but, in that case, would be specially identified as conditional items.

7. The official Swiss consumer price index had shown an average increase of 1.8 per cent in 1995, the average Geneva index having increased slightly more (by 1.9 per cent). The projected average for 1996, assuming that the variation in the period from September to December would be the same as in August, was 0.8 per cent (as against a projected average of 0.7 per cent for Geneva). Economic analysts however seemed to regard the rate for 1996 as unusually low. One major bank was projecting an increase of 0.8 per cent in 1996 followed by increases of 1.8 per cent in 1997 and 3 per cent in 1998. After discussion, the meeting agreed that a 2 per cent inflation rate should be used for 1997, 1998 and 1999. However, it was understood that the general rates of inflation to be used by individual organizations in their budget estimates would be subject, as were budgetary rates of exchange, to the dates of preparation and review of their budget proposals. In view of the evolution of the inflation rate, organizations would need to take account of any new developments or revised predictions made up to those dates.

8. Consideration was then given separately, for each of the organizations' major items of expenditure, to the cost increases that might be expected in 1998 and 1999, and to those increases which had actually taken place in 1996 and were expected in 1997. In this consideration account was taken of available official statistics, statements of competent authorities, the views of reputable economic analysts and information gathered

from professional associations and other appropriate sources. It was noted that in some cases these data suggested rates of inflation for individual types of expenditure which differed from the overall rate assumed. The agreements reached are set out below, subject to review by individual organizations on the basis of any further information that may become available at a later stage.

(a) *Staff costs for the Professional and higher categories in Geneva*

ICSC has decided to recommend to the General Assembly, effective March 1997, a 3.1 per cent increase in remuneration at each grade and step together with a restructuring of the salary scale which would give an average increase of 1 per cent, for an overall increase of some 4.1 per cent. ICSC is also recommending a change in the methodology by which out-of-area weights are determined. The effect of this change on Geneva would be a minus 4.6 point change to the Geneva post adjustment index. This, when added to the existing 10 point gap between the post adjustment index and the multiplier, means that it is very unlikely that there will be any change to the Geneva post adjustment multiplier in the next few years.

(b) *Staff costs for the General Service category in Geneva*

A comprehensive salary survey was carried out in 1995. This indicated that existing pay scales were some 7.1 per cent higher than in the local market. The new salary scale is adjusted every year for inflation but it is still lower than the old salary scale and it would be several years before inflation closed the gap. It is therefore unlikely that there will be any significant increase in general service staff costs in the forthcoming budget period.

(c) *Contributions to the United Nations Joint Staff Pension Fund*

The total rate of contribution to the United Nations Joint Staff Pension Fund, corresponding to 23.7 per cent of pensionable remuneration, was not scheduled for revision at present. The two-thirds share financed by member organizations would therefore remain at 15.8 per cent of pensionable remuneration in 1997, 1998 and 1999.

For staff in the **Professional and higher categories**, if the proposed 4.1 per cent increase in remuneration is accepted, there would be a similar increase in the level of pensionable remuneration and thus in the cost of organizations_ pension contributions. This would affect the pension costs for Geneva-based staff notwithstanding the absence of any increase in post adjustment.

For staff in the **General Service category**, pensionable remuneration was the dollar equivalent of the sum of the local gross salary, any language allowance and any non-resident's allowance payable. Although the local gross salary may in practice be frozen for the next few years, any changes in the dollar-Swiss franc rates of exchange would impact the dollar costs of organizations' contributions.

ICSC is recommending a common scale of staff assessment which, if approved by the General Assembly, would be introduced with effect from March 1997. The impact would be cost neutral with regard to professionals and might produce a reduction of 2-3 per cent with respect to general service staff assessments.

(d) *Other common staff costs*

ICSC is recommending an increase of 10 per cent in the maximum admissible education grant for Switzerland. There may be some changes in the mobility and hardship allowances but with minimal impact on Geneva staff costs. No major increases in dependency or language allowances for the **General Service category** are foreseen in the period 1997-1999.

(e) *Travel and Transport*

Air fares — For 1998 and 1999, it was expected that the annual increase would be slightly less than 3 per cent, since, for some destinations, in particular European ones, the market trends should normally result in a decrease in costs. This would be due, especially, to tight competition between airlines and increased use of discounted fares by organizations.

Air and surface freight — According to the information obtained the increase should be in the order of 3 per cent for 1998 and 1999.

(f) *Contractual services*

Contractual printing and binding — Leaving aside the factor of paper cost, it is expected that increases for printing and binding *services* will be at the general rate of inflation. In cases where the orders are placed in other countries than Switzerland different annual rates of increase need to be foreseen.

Other contractual services (including contractual maintenance of premises and equipment) — Costs of other contractual services including contractual maintenance of premises and equipment are expected to increase in the order of 1.0 per cent per year in 1997, 2.5 per cent in 1998, and 3 per cent in 1999.

(g) *General operating expenses*

Fuel oil — It was difficult to estimate an increase since price variations are dependant upon the prevailing political/economic world situation. It was agreed that organizations should take into account the latest price levels in effect at the time of the completion of their proposed budgets.

Other utilities — It was estimated that water will increase by 8 per cent per year in 1998 and 1999. For electricity, it was anticipated that prices will increase by 5 per cent per year in 1998 and 1999.

Communications (Telephone, telex and facsimile services, pouch services, postage) — Communications costs in Switzerland are currently stable and increases beyond the general rate of inflation are not expected.

(h) *Supplies and materials*

Paper and printing supplies — For 1997 onwards, it was anticipated that annual increases for paper will not be higher than the expected general rate of inflation. As far as printing supplies are concerned, the increases were estimated at 2 per cent higher than the general rate of inflation.

Other supplies and materials — Similarly to printing supplies, the cost of other supplies was also expected to increase by some 2 per cent higher than the general rate of inflation.

(i) *Acquisition of furniture and equipment*

The steady price decreases for office automation equipment (hardware and software) during 1995 and 1996 were expected to continue. However, the necessity to replace the old equipment by more sophisticated equipment, which is more expensive, and the purchase of new software packages, were expected to completely offset the anticipated savings. For furniture and other equipment, average increases were forecast to be at the same level as the general rate of inflation.

9. In the ILO's programme and budget proposals these commonly agreed assumptions have been used to calculate cost increases in 1998-99 as regards expenditure to be incurred in Switzerland. For duty stations outside Switzerland, cost increases have been calculated on the basis of detailed analyses of price and salary movements at each duty station since these may vary widely from region to region and within each region.

Details of cost increases by object of expenditure

10. Cost increases are applied to the budget either on the basis of the various classifications of expenditure (objects of expenditure) common to most major programmes, or on the basis of an analysis of particular activities. A description of the different kinds of expenditure included in each object of expenditure is presented in paragraph 54 below. While details of the cost increases applied for 1998-99 to these objects of expenditure are given in the following paragraphs, it should be noted that in some cases, it has also been necessary to provide for actual increases in 1995 and 1996 which are higher than those provided in the 1996-97 Programme and Budget. These unbudgeted increases are however more than offset by decreases in other areas reflecting lower than budgeted increases in 1995 and 1996, especially in the area of Professional post adjustment and General Service salaries.

Staff costs

Staff calculated at standard cost

11. The increases in the standard costs are explained in paragraphs 31 to 53 below.

Interpreters, committee secretaries and short-term conference staff

12. In line with general inflation assumptions for Geneva, increases of 2 per cent per annum for 1997, 1998 and 1999 have been provided, with the exception of interpreters where no provision has been made for 1997 and 1998.

Locally recruited staff

13. Cost increases applicable to locally recruited staff in field duty stations are discussed in paragraph 30 below.

Travel on official business

14. Increases of 2 per cent per annum have been provided for the cost of air tickets after taking account of competitive pricing available in certain markets. Provision has also been made for increases in daily subsistence allowance rates at the rates of inflation applicable to the ILO's area of operation.

Contractual services

External collaboration

15. Provision has been made for cost increases at the rate of 1 per cent per annum corresponding to the provision made for the standard cost of Professional staff.

External printing and binding

16. As agreed between the Geneva-based agencies, provision has been made for cost increases at the rate of 2 per cent per annum for contractual printing and binding and at the rate of 4 per cent per annum for paper and printing supplies purchased in Switzerland.

General operating expenses

17. The range of items under this object of expenditure is so varied that any significant cost increases provided for are mentioned below under the major programme concerned, in particular under major programme 175 Internal Administration Services (paragraphs 26 to 28).

Supplies, materials, furniture and equipment

18. Provision has been made at the rates agreed between the Geneva-based agencies. For other supplies and materials a rate of 4 per cent per annum has been applied and for furniture and equipment the general rate of inflation of 2 per cent per annum has been applied.

Fellowships, grants and field projects

19. Cost increases of an average of 3 per cent per annum have been provided depending on the type of fellowship or grant. The increases provided for field projects are described in paragraph 21 below.

Other expenditure

20. This is composed of joint administrative activities within the United Nations system, e.g. CCAQ, UN Joint Inspection Unit. The budget estimates for these bodies have been used as a basis where available; in all other cases, cost increases of 2 per cent per annum have been assumed.

Regular Budget Technical Co-operation (RBTC)

21. Professional staff work years under the multidisciplinary advisory teams funded from RBTC are costed at standard cost in the same way as are other such work years and the relevant cost increases are thus described under paragraphs 31 to 44 below. Other costs associated with these teams have been increased in accordance with the cost increase assumptions made for the duty station where the teams are located. Cost increases of 3 per cent per annum have been assumed for resources budgeted for RBTC field projects.

Details of cost increases by major programme

22. For certain programmes involving specific types of expenditure, it would not have been realistic to use the average rates of increase indicated above. In such cases, cost increases are based on an appraisal of the particular conditions applying to each case. Details of these increases, and of other cost increases which are considered sufficiently important to be mentioned separately, are given below.

Major Programme 50 — International Standards and Human Rights

23. No increase has been foreseen in the honoraria paid to members of the Committee of Experts on the Application of Conventions and Recommendations. The honorarium was increased to 4,000 Swiss francs in 1996.

Major programme 75 — Turin Centre

24. The cost increases provided take into account inflation in Italy which has been estimated, in dollar terms, at 2 per cent per annum.

Major programme 130 — International Institute for Labour Studies

25. The ILO's contribution to the Institute has been adjusted to take into account the anticipated increases in the average standard costs for Professional and General Service staff. The provision for internship courses has been adjusted for the increase in travel costs mentioned above in paragraph 14.

Major programme 175 — Internal Administration Services

26. The main non-staff items under this programme are: building running expenses (water, electricity, heating oil and maintenance, cleaning contracts); purchases of equipment, supplies and materials; telecommunications, postage and pouch expenses; and rental and maintenance of furniture, equipment and vehicles.

Building running expenses

27. As agreed upon between the Geneva-based agencies, an increase of 3 per cent per annum in contractual cleaning, maintenance of premises and equipment has been provided to take account of the fact that the cost of these services is likely to increase at a somewhat higher rate than that of general inflation,. Increases of 8 per cent in 1998 and 1999 have been assumed for water while for electricity, increases of 5 per cent per annum have been provided.

Telecommunications, postage and pouch expenses

28. As agreed between the Geneva-based agencies, increases have been provided at the general rate of inflation for postal charges. Increases for pouch services are provided at the rate used for air freight; i.e. 3 per cent per annum. These increases have also been applied to provisions for postage and pouch services budgeted under major programme 220 "Relations, Meetings and Document Services". No increase has been provided for telecommunication charges.

Cost increases in the regions — major programmes 250, 260, 265, 270, and 280

International costs

29. Provision has been made for internationally recruited staff in the field on the basis of the standard costs described in paragraphs 31 to 53 below. The provisions for cost increases for RBTC are described in paragraph 21 above.

Local costs

30. Increases in local costs, including those for salaries and allowances of locally recruited staff, are calculated individually for each of the ILO's offices outside Geneva. The latest 1996 costs are increased for estimated inflation in 1997, 1998 and 1999, and take account of the effect of adjustments in the rate of exchange between the local currency, and the US dollar and the Swiss franc (where for budgeting purposes the local currency is assimilated to the Swiss franc). The annual rates of cost increases vary considerably between and within regions. The average annual rate for each region, in dollar terms, is:

	Percentage increase per annum
Africa	3.5
The Americas	4.5
Arab States	3.0
Asia and the Pacific	8.5
Europe	1.3

Standard costs

31. Separate standard costs are used for Professional and General Service category staff in Geneva. They do not cover staff in grades D2 and above.

32. The standard costs are composed of a number of elements, the cost of which can vary from one biennium to another with changes in the cost of living, conditions of service, places of recruitment and assignment of staff, etc. The 1998-99 standard costs are essentially a projection of actual costs in 1996 with appropriate allowances for expected trends of inflation, changes in staff entitlements, and a greater number of staff being assigned to the field.

33. The composition of the standard costs, with comparative figures for 1996-97, are given below. The Professional category standard cost is based on an exchange rate of 1.16 Swiss francs to the US dollar. The General Service category standard cost is expressed in Swiss francs.

	1996-97 budget in US$ at rate of Sw.frs.1.16	1998-99 budget in US$ at rate of Sw.frs.1.16
Professional category:		
Basic salaries	63 319	67 950
Post adjustment	61 160	55 380
Dependency allowances	2 295	2 295
ILO contribution to pension fund	17 290	19 490
ILO contributions to Staff Health Insurance Fund and other staff insurance	3 730	3 735
Education grants and scholastic travel	5 960	6 190
Travel and removal expenses incurred on appointment, home leave, transfer, etc.	6 645	6 950
Allowances paid on appointment and relocation	5 685	6 230
Rental subsidy	960	960
Terminal payments	2 300	2 420
	169 344	171 600

	1996-97 budget (in Sw.frs.)	1998-99 budget (in Sw.frs.)
General Service category:		
Basic salaries	100 790	97 736
Dependency allowances	5 080	5 655
ILO contribution to pension fund	20 640	20 570
ILO contributions to Staff Health Insurance Fund and other staff insurances	3 140	3 065
Education grants and scholastic travel	955	1 020
Travel and removal expenses incurred on appointment, home leave, transfer, etc.	625	640
Allowances paid on appointment and relocation	400	270
Rental subsidy	70	60
Terminal payments	1 375	1 275
	133 075	130 291
	$114 720 at Sw.fr.1.16 to US$1	$112 320 at Sw.fr.1.16 to US$1

34. As the budget proposals are presented in constant 1996-97 dollars, the standard costs per work year used in the estimates in the budget tables are those for 1996-97, i.e. $169,344 for the Professional category and $114,720 for the General Service category. The standard costs given above for 1998-99 ($171,600 per Professional work year and $112,320 per General Service work year) have been used in calculating the total expenditure budget including cost increases. When the budget has been adopted by the Conference, the final standard costs, taking account of the budget rate of exchange, will be used for costing the individual budget tables. An explanation of the method of calculating the standard costs follows.

Professional category

Basic salaries

35. The estimate represents net basic salaries, i.e. gross salaries less staff assessment. It allows for an increase in salaries due to the net effect of such factors as annual increments payable in accordance with the Staff Regulations, regradings, retirements, new appointments, etc. and includes a provision for the commutation of accrued leave at the end of service. The increase in the base/floor salary scale of 5.68 per cent effective January 1997, as approved by the United Nations General Assembly has been included. It is recalled that of this increase, 5.26 per cent results from the consolidation of post adjustment into net base salary. Although further consolidations of post adjustment into net basic salary at the rate of 3 per cent per year in 1998 and 1999 have been assumed for the calculation of those elements which are based on the base/floor salary scale alone (mobility, hardship and terminal payments), they have not been applied in the calculation of basic salary in order to preserve as far as possible comparability with the 1996-97 cost of this category. Since such consolidations increase basic salary while at the same time decreasing post adjustment on the no gain/no loss principle, the net combined effect on these two categories of the standard cost would be nil.

Post adjustment

36. Estimates of post adjustment take account of the consolidation of post adjustment into basic salary described above. In line with the assumptions made by the inter-agency meeting which was held in Geneva in September 1996, no increases in post adjustment have been provided for in respect of staff based in Switzerland. A provision of 3 per cent per annum has been provided for officials serving in field duty stations.

Dependency allowances

37. The provision for dependency allowances takes account of the decision of the recently concluded United Nations General Assembly to increase the children's and secondary dependent's allowances by 7.98 per cent effective 1 January 1997. A further increase of 5 per cent has been provided for, effective 1 January 1999.

ILO contribution to pension fund

38. This category covers the cost of the ILO contribution to the United Nations Joint Staff Pension Fund (UNJSPF). The increase in 1995 of 6.47 per cent has resulted in a significant under-budgeting for this category. The increase in the scale of pensionable remuneration of 3.75 per cent in November 1996 and the adjustments resulting from the decisions of the recently concluded session of the United Nations General Assembly have been taken into account. Provision has been made for increases in the scale of 3.0 per cent in 1997, 1998 and 1999 based on estimates of inflation in the base duty station, New York.

ILO contributions to the Staff Health Insurance Fund and other staff insurance

39. This category is linked to basic salary, post adjustment, dependency allowances and mobility hardship and non-removal allowances, and thus the estimate changes in accordance with movements in the cost of these elements. The ILO contribution to the Staff Health Insurance Fund is maintained at the rate of 2.8 per cent.

Education grants and scholastic travel

40. Account has been taken of the increase in education grants approved at the recently concluded session of the United Nations General Assembly, and provision has been made for increases in fees charged by educational institutions in accordance with general inflation estimates.

Travel and removal expenses incurred on appointment, home leave, transfer etc.

41. This category includes travel on appointment, transfer, separation and family visit, and removal of household goods and transportation of personal effects. Provision has been made in 1998 and 1999 for an increase in travel costs of the order described in paragraph 14 above. .

Allowances paid on appointment and relocation

42. This category includes assignment grant, mobility allowance, hardship allowance, non-removal allowance and per diem allowance for short term staff. Account has been taken of the effect on the mobility and hardship allowances of expected increases in the base/floor salary scale arising from the consolidation of post adjustment in 1997, 1998 and 1999 as noted in paragraph 35 above.

Rental subsidy

43. It has been possible to maintain the provision for this category at the same amount as was provided in 1996-97.

Terminal payments

44. This category is comprised of two factors, namely a provision of 3.5 per cent of the estimated average of the basic salary for eligible officials who entered service on or after 1 January 1964, and the estimated average cost of actual repatriation grant payments made to eligible terminating officials who entered service before 1 January 1964. The small increase results from the effect of increases in the base/floor salary scale, including the consolidation of post adjustment into basic salary described in paragraph 35 above, partially offset by a decrease in the number of eligible terminating officials who entered service before 1 January 1964.

General Service category

Basic salaries

45. The decrease in basic salary is due to the freezing of salaries following the ICSC salary survey in 1995. Provision has been made for the net effect of factors such as annual increments payable in accordance with the Staff Regulations, regradings, retirements, new appointments etc. An adjustment has been made to account for the impact of increased departures and the payment of accrued leave entitlements. No provision has been made for inflation as agreed at the Geneva inter-agency meeting.

Dependency allowances

46. Dependency allowances change as a function of basic salary and local conditions with respect to social benefits. The increase reflects the decisions taken by the ICSC in 1996 and includes a provision for the general rate of inflation as agreed at the Geneva inter-agency meeting.

ILO contribution to pension fund

47. This category covers the cost of the ILO contribution to the United Nations Joint Staff Pension Fund (UNJSPF). The small decrease in comparison with the previous biennium results from the freezing of basic salaries, which has a corresponding effect on pensionable remuneration. An under-budgeting occurred in 1996-97 due to the expected implementation of the revised methodology for calculating pensionable remuneration. Due to the transitional measures following the implementation of the 1995 salary survey, the implementation of this revised methodology was deferred. As a decision is still pending on the continuation of transitional measures for officials recruited prior to 1 December 1995, no reduction on contributions has been provided.

ILO contributions to Staff Health Insurance Fund and other staff insurance

48. This category is linked to basic salaries, dependency allowances, mobility hardship and non-removal allowances, and accordingly reflects the net impact of decreases in these elements. The ILO contribution to the Staff Health Insurance Fund is maintained at the rate of 2.8 per cent.

Education grants and scholastic travel

49. Account has been taken of the increase in education costs approved by the recently concluded session of the United Nations General Assembly and a slight under-budgeting in 1996-97. Provision for

increases in fees charged by education institutions has been made in accordance with the general rate of inflation agreed at the Geneva inter-agency meeting.

Travel and removal expenses incurred on appointment, home leave, transfer etc.

50. This category includes travel on appointment, transfer, separation and family visit, and removal of household goods and transportation of personal effects. Provision has been made in 1998 and 1999 for an increase in travel costs of the order described in paragraph 14 above. Account has been taken of an expected lower rate of non-local recruitment of General Service staff.

Allowances paid on appointment and relocation

51. This category includes assignment grant, mobility allowance, hardship allowance and non-removal allowance. The decrease results from an expected over-budgeting in 1996-97 of the provision for assignment grant due to lower recruitment of non-local staff.

Rental subsidy

52. The provision for this category has been reduced due to the decline in the number of eligible staff.

Terminal payments

53. This category is comprised of two factors, namely a provision of 3.5 per cent of the estimated average of the basic salary for eligible officials who entered service on or after 1 January 1964, and the estimated average cost of actual repatriation grant payments made to eligible terminating officials who entered service before 1 January 1964. The decrease exceeds the decrease in basic salaries due to the decline in the number of eligible terminating staff who entered service before 1 January 1964.

Objects of expenditure

54. Cost increases included in the expenditure budget are calculated primarily on the basis of types or objects of expenditure. The object of expenditure classification used in this document, a description of which follows, is that which has been developed through consultations between the organizations in the United Nations system and approved by the ACC for inter-agency reporting purposes, compatible budget annexes, and, to the extent possible, for internal expenditure reporting. Information Annexes 4A and 4B also give information on the budget by type of expenditure (object of expenditure).

Staff costs:

- This object combines two of the object of expenditure headings of the common inter-agency classification, namely salaries and common staff costs, as only a single heading for staff costs is required in the ILO programme and budget which uses a standard cost factor. Expenditure under this heading includes Professional and General Service staff at standard cost, salaries and related costs for officials at grade D2 and above, salaries for short-term conference staff, salaries for local staff in external offices, overtime, statutory representation allowances and travel on interview. Details of the composition of the standard costs are given in paragraphs 31 to 53 above. Since some staff costs in the budgetary tables are not covered by the standard costs, the dollar estimates for staff costs do not always correspond to the product of multiplying the work years and work months by the standard costs. Total staff costs are also reduced for an adjustment of staff turnover which assumes savings in connection with separation of serving staff combined with delayed recruitment of new staff.

Travel on official business:

- Travelling expenses and subsistence allowances of delegates to meetings, and of ILO staff on mission and servicing meetings.

Contractual Services:

- External collaboration, external printing and binding and part-time national correspondents.

General operating expenses:

- Rental and maintenance of premises, utilities, rental and maintenance of furniture, equipment and vehicles, communications, hospitality and miscellaneous services.

Supplies and materials:

- Stationery and office supplies, library books, public information supplies and other regular supplies.

Furniture and equipment:

- Standard office furniture and equipment, computer and other special equipment, and transportation equipment.

Acquisition and improvement of premises:

- New premises, improvements to premises, and amortisation of loans relating thereto.

Fellowships, grants and field projects:

- Fellowships, seminars, grants and contributions towards programme-related activities.

  Field projects funded from RBTC.

Other expenditure:

- Contributions to joint administrative activities within the United Nations system.

Information annex No. 4A

Breakdown by appropriation line and by object of expenditure

(In constant 1996-97 dollars)

	1 STAFF COSTS	2 TRAVEL ON OFFICIAL BUSINESS	3 CONTRACTUAL SERVICES	4 GENERAL OPERATING EXPENSES	5 SUPPLIES AND MATERIALS	6 FURNITURE AND EQUIPMENT	7 ACQUISITION AND IMPROVEMENT OF PREMISES	8 FELLOWSHIP GRANTS AND FIELD PROJECTS	9 OTHER ITEMS	TOTAL
PART I. ORDINARY BUDGET										
010 INTERNATIONAL LABOUR CONFERENCE										
1996-97	10,089,931	32,300	3,628,840	1,711,820	327,780	25,000	-	-	-	15,815,671
1998-99	8,117,086	132,300	2,900,000	1,579,320	327,780	-	-	-	-	13,056,486
020 GOVERNING BODY										
1996-97	-	2,656,250	-	110,468	-	-	-	-	-	2,766,718
1998-99	-	2,736,250	-	110,468	-	-	-	-	-	2,846,718
030 MAJOR REGIONAL MEETINGS										
1996-97	642,774	2,264,420	87,870	170,900	87,300	-	-	-	-	3,253,264
1998-99	136,000	174,000	122,000	428,000	-	-	-	-	-	860,000
040 GENERAL MANAGEMENT										
1996-97	8,301,786	686,784	-	499,880	-	-	-	-	-	9,488,450
1998-99	8,301,786	686,784	-	499,880	-	-	-	-	-	9,488,450
050 INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS										
1996-97	20,376,663	966,300	1,259,123	-	20,290	118,240	-	1,068,180	-	23,808,796
1998-99	20,260,575	809,170	1,171,033	-	20,290	100,000	-	854,544	-	23,215,612
060 EMPLOYMENT AND TRAINING										
1996-97	23,396,610	1,430,373	2,330,187	66,250	14,645	66,950	-	885,410	-	28,190,425
1998-99	23,153,832	1,613,000	2,244,832	-	10,000	170,360	-	708,328	-	27,900,352
065 ENTERPRISE AND COOPERATIVE DEVELOPMENT										
1996-97	10,232,306	327,460	554,640	-	-	32,845	-	989,975	-	12,137,226
1998-99	10,274,952	524,144	732,104	-	-	31,963	-	655,308	-	12,218,471
075 TURIN CENTRE										
1996-97	-	-	-	-	-	-	-	5,130,000	-	5,130,000
1998-99	-	-	-	-	-	-	-	5,130,000	-	5,130,000
080 INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION										
1996-97	11,080,704	753,924	212,130	-	-	8,668	-	748,290	-	12,803,716
1998-99	12,261,120	719,194	566,541	-	-	5,000	-	496,632	-	14,048,487
085 MULTINATIONAL ENTERPRISES AND SOCIAL POLICY										
1996-97	1,245,504	28,880	25,250	-	-	2,995	-	-	-	1,302,629
1998-99	1,245,504	28,880	25,250	-	-	2,995	-	-	-	1,302,629
090 WORKING CONDITIONS AND ENVIRONMENT										
1996-97	16,918,128	964,219	991,816	-	27,050	78,654	-	1,404,170	-	20,384,037
1998-99	16,751,504	727,128	917,657	-	-	22,360	-	1,123,336	-	19,541,985
100 SECTORAL ACTIVITIES										
1996-97	11,191,902	4,553,224	1,154,190	-	-	131,380	-	642,000	-	17,672,696
1998-99	9,618,304	3,340,000	517,053	11,000	-	20,000	-	513,600	-	14,019,957
110 SOCIAL SECURITY										
1996-97	7,335,984	162,420	277,780	-	33,820	-	-	459,575	-	8,269,579
1998-99	7,730,144	275,472	585,900	-	-	-	-	367,660	-	8,959,176
115 INTERNATIONAL SOCIAL SECURITY ASSOCIATION										
1996-97	-	-	-	-	-	-	-	724,600	-	724,600
1998-99	-	-	-	-	-	-	-	-	-	-
120 STATISTICS										
1996-97	7,660,125	230,450	991,455	13,250	20,290	-	-	119,510	-	9,035,080
1998-99	7,565,424	272,000	849,586	20,000	-	25,000	-	100,600	-	8,832,610
125 DEVELOPMENT POLICIES										
1996-97	6,217,623	318,912	492,510	13,250	10,830	26,280	-	856,830	-	7,936,235
1998-99	6,404,600	333,422	344,360	-	-	52,500	-	685,464	-	7,820,346
130 INTERNATIONAL INSTITUTE FOR LABOUR STUDIES										
1996-97	-	-	-	-	-	-	-	6,021,750	-	6,021,750
1998-99	-	-	-	-	-	-	-	5,921,750	-	5,921,750

	1 STAFF COSTS	2 TRAVEL ON OFFICIAL BUSINESS	3 CONTRACTUAL SERVICES	4 GENERAL OPERATING EXPENSES	5 SUPPLIES AND MATERIALS	6 FURNITURE AND EQUIPMENT	7 ACQUISITION AND IMPROVEMENT OF PREMISES	8 FELLOWSHIP GRANTS AND FIELD PROJECTS	9 OTHER ITEMS	TOTAL
	140 EQUALITY FOR WOMEN									
1996-97	699,508	17,410	35,895	-	-	-	-	118,200	-	871,013
1998-99	1,152,916	27,410	35,895	-	-	-	-	94,560	-	1,310,781
	145 INTERDEPARTMENTAL ACTIVITIES									
1996-97	963,264	190,700	86,386	-	-	-	-	-	-	1,240,350
1998-99	301,816	110,000	1,071,150	-	-	155,000	-	-	-	1,637,966
	160 PERSONNEL									
1996-97	15,383,935	340,045	597,975	203,149	-	96,070	-	2,057,811	72,730	18,751,715
1998-99	15,402,199	457,430	417,200	203,000	-	119,000	-	2,433,605	72,730	19,105,164
	170 FINANCIAL SERVICES									
1996-97	14,885,616	243,109	157,530	20,530	-	99,600	-	-	-	15,406,385
1998-99	14,374,434	216,520	213,520	20,530	4,300	99,610	-	15,000	-	14,943,914
	175 INTERNAL ADMINISTRATION									
1996-97	27,315,060	-	55,000	16,658,750	1,487,500	1,044,530	-	-	47,500	46,608,340
1998-99	24,807,599	50,000	55,000	15,960,496	1,340,000	1,121,000	-	-	-	43,334,095
	180 PUBLICATIONS									
1996-97	7,607,521	49,775	1,504,084	-	-	76,960	-	-	-	9,238,340
1998-99	5,775,336	68,000	1,326,000	5,000	5,000	90,000	-	-	-	7,269,336
	185 INFORMATION TECHNOLOGY AND COMMUNICATIONS									
1996-97	11,833,737	140,170	288,080	1,696,985	-	823,100	-	145,200	625,000	15,552,272
1998-99	11,745,112	140,170	300,000	1,696,985	-	510,095	-	200,000	625,000	15,217,362
	190 LIBRARY AND DOCUMENTATION									
1996-97	7,362,038	23,969	496,783	31,840	1,477,340	19,260	-	160,020	-	9,571,250
1998-99	7,362,038	23,969	496,783	31,840	1,477,340	19,260	-	55,330	-	9,466,560
	200 PROGRAMMING AND MANAGEMENT									
1996-97	5,965,064	227,957	49,600	-	-	39,410	-	74,900	-	6,356,931
1998-99	5,693,258	227,957	49,600	-	-	39,410	-	-	-	6,010,225
	210 LEGAL SERVICES									
1996-97	3,050,424	48,084	126,260	-	-	-	-	-	-	3,224,768
1998-99	3,050,424	48,084	126,260	-	-	-	-	-	-	3,224,768
	220 RELATIONS, MEETINGS AND DOCUMENT SERVICES									
1996-97	61,280,669	30,760	1,157,958	3,988,975	442,347	532,704	-	-	-	67,433,413
1998-99	55,061,368	30,760	1,477,862	3,508,975	452,347	582,704	-	-	-	61,114,016
	225 EMPLOYERS' ACTIVITIES									
1996-97	3,255,312	340,970	419,120	-	-	30,390	-	1,759,925	-	5,805,717
1998-99	3,255,312	273,350	439,675	-	-	30,390	-	1,759,925	-	5,758,652
	230 WORKERS' ACTIVITIES									
1996-97	9,325,328	735,594	597,160	-	-	40,841	-	5,555,840	-	16,254,763
1998-99	9,325,328	727,004	522,490	-	-	40,841	-	5,526,040	-	16,141,703
	235 PUBLIC INFORMATION									
1996-97	3,468,864	175,930	1,987,087	22,193	339,344	249,659	-	-	-	6,243,077
1998-99	3,408,768	273,950	2,153,967	59,750	136,170	163,472	-	-	-	6,196,077
	240 INTERNATIONAL RELATIONS									
1996-97	3,516,598	198,405	80,500	540,300	35,500	45,765	-	-	-	4,417,068
1998-99	3,516,598	198,405	80,500	540,300	35,500	45,765	-	-	-	4,417,068
	245 ACTIVE PARTNERSHIP AND TECHNICAL COOPERATION									
1996-97	4,190,368	134,492	25,250	-	-	40,526	-	-	-	4,390,636
1998-99	3,708,720	65,000	20,000	-	-	28,788	-	-	-	3,822,508
	250 FIELD PROGRAMMES IN AFRICA									
1996-97	31,192,048	1,843,110	146,300	3,285,500	481,670	306,960	-	5,060,911	79,500	42,395,999
1998-99	31,206,755	1,831,246	81,300	3,344,260	466,900	404,127	-	5,490,387	79,500	42,904,475
	260 FIELD PROGRAMMES IN THE AMERICAS									
1996-97	26,740,972	1,783,120	153,700	3,536,270	416,400	233,700	-	4,539,000	-	37,403,162
1998-99	27,134,860	1,577,920	139,200	3,407,600	384,900	220,200	-	4,941,945	-	37,806,625

	1 STAFF COSTS	2 TRAVEL ON OFFICIAL BUSINESS	3 CONTRACTUAL SERVICES	4 GENERAL OPERATING EXPENSES	5 SUPPLIES AND MATERIALS	6 FURNITURE AND EQUIPMENT	7 ACQUISITION AND IMPROVEMENT OF PREMISES	8 FELLOWSHIP GRANTS AND FIELD PROJECTS	9 OTHER ITEMS	TOTAL
	265 FIELD PROGRAMMES IN ARAB STATES									
1996-97	6,353,936	431,640	143,700	224,000	33,880	126,000	-	1,185,350	-	8,498,506
1998-99	6,353,936	431,640	139,700	260,880	54,000	73,000	-	1,365,350	-	8,678,506
	270 FIELD PROGRAMMES IN ASIA AND THE PACIFIC									
1996-97	29,611,212	1,670,550	585,120	3,633,880	417,930	418,080	-	3,574,836	-	39,911,608
1998-99	29,670,854	1,764,250	510,055	3,466,713	463,050	558,850	-	3,979,036	-	40,412,808
	280 FIELD PROGRAMMES IN EUROPE AND CENTRAL ASIA									
1996-97	9,636,766	522,290	321,160	1,664,510	147,380	97,300	-	634,510	-	13,023,916
1998-99	10,303,470	529,220	341,370	1,604,230	151,010	119,560	-	694,510	-	13,743,370
	290 OTHER BUDGETARY PROVISIONS									
1996-97	1,549,144	4,200	13,940	840,130	-	-	9,653,541	10,381,925	3,516,130	25,959,010
1998-99	1,549,144	4,200	13,940	840,130	-	-	6,383,260	11,882,729	3,241,750	23,915,153
	ADJUSTMENT FOR STAFF TURNOVER									
1996-97	-4,674,111	-	-	-	-	-	-	-	-	-4,674,111
1998-99	-4,674,111	-	-	-	-	-	-	-	-	-4,674,111
	SUB TOTAL (PART I)									
1996-97	415,203,313	24,528,196	21,034,379	38,932,830	5,821,296	4,811,867	9,653,541	54,298,718	4,340,860	578,625,000
1998-99	401,306,965	21,448,229	20,987,783	37,599,357	5,328,587	4,851,250	6,383,260	54,995,639	4,018,980	556,920,050
	PART II. UNFORESEEN EXPENDITURE									
	295 UNFORESEEN EXPENDITURE									
1996-97	-	-	-	-	-	-	-	-	875,000	875,000
1998-99	-	-	-	-	-	-	-	-	875,000	875,000
	PART III. WORKING CAPITAL FUND									
	296 WORKING CAPITAL FUND									
1996-97	-	-	-	-	-	-	-	-	-	-
1998-99	-	-	-	-	-	-	-	-	-	-
1996-97	**TOTAL (PART I-III)**									
	415,203,313	24,528,196	21,034,379	38,932,830	5,821,296	4,811,867	9,653,541	54,298,718	5,215,860	579,500,000
1998-99	**TOTAL (PART I-III)**									
	401,306,965	21,448,229	20,987,783	37,599,357	5,328,587	4,851,250	6,383,260	54,995,639	4,893,980	557,795,050

Information annex No. 4B

Breakdown by appropriation line and by object of expenditure

(Recosted)

	1 STAFF COSTS	2 TRAVEL ON OFFICIAL BUSINESS	3 CONTRACTUAL SERVICES	4 GENERAL OPERATING EXPENSES	5 SUPPLIES AND MATERIALS	6 FURNITURE AND EQUIPMENT	7 ACQUISITION AND IMPROVEMENT OF PREMISES	8 FELLOWSHIP GRANTS AND FIELD PROJECTS	9 OTHER ITEMS	TOTAL
					PART I. ORDINARY BUDGET					
	010 INTERNATIONAL LABOUR CONFERENCE									
1996-97	10,089,931	32,300	3,528,840	1,711,820	327,780	25,000	-	-	-	15,815,671
1998-99	8,312,286	135,300	3,016,000	1,522,500	340,000	-	-	-	-	13,426,086
	020 GOVERNING BODY									
1996-97	-	2,656,250	-	110,468	-	-	-	-	-	2,766,718
1998-99	-	2,795,000	-	110,468	-	-	-	-	-	2,905,468
	030 MAJOR REGIONAL MEETINGS									
1996-97	642,774	2,264,420	87,870	170,900	87,300	-	-	-	-	3,253,264
1998-99	138,040	180,960	123,910	428,000	-	-	-	-	-	870,910
	040 GENERAL MANAGEMENT									
1996-97	8,301,786	686,784	-	499,880	-	-	-	-	-	9,488,450
1998-99	8,162,970	714,249	-	520,000	-	-	-	-	-	9,397,219
	050 INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS									
1996-97	20,376,663	966,300	1,259,123	-	20,290	118,240	-	1,068,180	-	23,808,796
1998-99	20,355,975	841,530	1,197,623	-	21,910	104,000	-	905,820	-	23,426,858
	060 EMPLOYMENT AND TRAINING									
1996-97	23,396,610	1,430,373	2,330,187	66,250	14 645	66,950	-	885,410	-	28,190,425
1998-99	23,252,600	1,677,520	2,273,887	-	10,800	177,170	-	750,850	-	28,142,827
	065 ENTERPRISE AND COOPERATIVE DEVELOPMENT									
1996-97	10,232,306	327,460	554,640	-	-	32,845	-	989,975	-	12,137,226
1998-99	10,312,140	545,109	740,174	-	-	33,243	-	694,650	-	12,325,316
	075 TURIN CENTRE									
1996-97	-	-	-	-	-	-	-	5,130,000	-	5,130,000
1998-99	-	-	-	-	-	-	-	5,335,000	-	5,335,000
	080 INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION									
1996-97	11,080,704	753,924	212,130	-	-	8,668	-	748,290	-	12,803,716
1998-99	12,302,180	747,964	572,806	-	-	5,200	-	526,450	-	14,154,600
	085 MULTINATIONAL ENTERPRISES AND SOCIAL POLICY									
1996-97	1,245,504	28,880	25,250	-	-	2,995	-	-	-	1,302,629
1998-99	1,254,240	30,035	25,500	-	-	3,115	-	-	-	1,312,890
	090 WORKING CONDITIONS AND ENVIRONMENT									
1996-97	16,918,128	964,219	991,816	-	27,050	78,654	-	1,404,170	-	20,384,037
1998-99	16,805,900	756,213	931,677	-	-	23,250	-	1,190,750	-	19,707,790
	100 SECTORAL ACTIVITIES									
1996-97	11,191,902	4,553,224	1,154,190	-	-	131,380	-	642,000	-	17,672,696
1998-99	9,668,900	3,473,600	522,823	11,200	-	20,800	-	544,420	-	14,241,743
	110 SOCIAL SECURITY									
1996-97	7,335,984	162,420	277,780	-	33,820	-	-	459,575	-	8,269,579
1998-99	7,759,780	286,492	599,430	-	-	-	-	389,720	-	9,035,422
	115 INTERNATIONAL SOCIAL SECURITY ASSOCIATION									
1996-97	-	-	-	-	-	-	-	724,600	-	724,600
1998-99	-	-	-	-	-	-	-	-	-	-
	120 STATISTICS									
1996-97	7,660,125	230,450	991,455	13,250	20,290	-	-	119,510	-	9,035,080
1998-99	7,547,230	282,880	878,166	20,400	-	26,000	-	105,740	-	8,860,416
	125 DEVELOPMENT POLICIES									
1996-97	6,217,623	318,912	492,510	13,250	10,830	26,280	-	856,830	-	7,936,235
1998-99	6,418,380	346,732	349,005	-	-	54,600	-	726,600	-	7,895,317
	130 INTERNATIONAL INSTITUTE FOR LABOUR STUDIES									
1996-97	-	-	-	-	-	-	-	6,021,750	-	6,021,750
1998-99	-	-	-	-	-	-	-	6,060,000	-	6,060,000

	1 STAFF COSTS	2 TRAVEL ON OFFICIAL BUSINESS	3 CONTRACTUAL SERVICES	4 GENERAL OPERATING EXPENSES	5 SUPPLIES AND MATERIALS	6 FURNITURE AND EQUIPMENT	7 ACQUISITION AND IMPROVEMENT OF PREMISES	8 FELLOWSHIP GRANTS AND FIELD PROJECTS	9 OTHER ITEMS	TOTAL
140 EQUALITY FOR WOMEN										
1996-97	699,508	17,410	35,895	-	-	-	-	118,200	-	871,013
1998-99	1,156,050	28,510	36,255	-	-	-	-	100,230	-	1,321,045
145 INTERDEPARTMENTAL ACTIVITIES										
1996-97	963,264	190,700	86,386	-	-	-	-	-	-	1,240,350
1998-99	304,200	114,400	1,077,065	-	-	161,200	-	-	-	1,656,865
160 PERSONNEL										
1996-97	15,383,935	340,045	597,975	203,149	-	96,070	-	2,057,811	72,730	18,751,715
1998-99	15,348,995	475,730	421,370	207,980	-	123,760	-	2,482,240	72,730	19,132,805
170 FINANCIAL SERVICES										
1996-97	14,885,616	243,109	157,530	20,530	-	99,600	-	-	-	15,406,385
1998-99	14,241,826	225,175	215,655	21,350	4,640	103,590	-	15,000	-	14,827,236
175 INTERNAL ADMINISTRATION										
1996-97	27,315,060	-	55,000	16,658,750	1,487,500	1,044,530	-	-	47,500	46,608,340
1998-99	24,420,640	52,000	55,000	16,827,300	1,448,000	1,165,000	-	-	-	43,967,940
180 PUBLICATIONS										
1996-97	7,607,521	49,775	1,504,084	-	-	76,960	-	-	-	9,238,340
1998-99	5,796,930	70,720	1,364,940	5,000	5,400	93,600	-	-	-	7,336,590
185 INFORMATION TECHNOLOGY AND COMMUNICATIONS										
1996-97	11,833,737	140,170	288,080	1,696,985	-	823,100	-	145,200	625,000	15,552,272
1998-99	11,781,400	145,780	303,000	1,764,865	-	530,495	-	200,000	650,000	15,375,540
190 LIBRARY AND DOCUMENTATION										
1996-97	7,362,038	23,969	496,783	31,840	1,477,340	19,260	-	160,020	-	9,571,250
1998-99	7,336,070	24,929	503,623	33,110	1,595,530	20,030	-	55,330	-	9,568,622
200 PROGRAMMING AND MANAGEMENT										
1996-97	5,965,064	227,957	49,600	-	-	39,410	-	74,900	-	6,356,931
1998-99	5,734,702	237,072	50,090	-	-	40,990	-	-	-	6,062,854
210 LEGAL SERVICES										
1996-97	3,050,424	48,084	126,260	-	-	-	-	-	-	3,224,768
1998-99	3,043,920	50,004	127,520	-	-	-	-	-	-	3,221,444
220 RELATIONS, MEETINGS AND DOCUMENT SERVICES										
1996-97	61,280,669	30,760	1,157,958	3,988,975	442,347	532,704	-	-	-	67,433,413
1998-99	54,895,240	32,020	1,506,160	3,638,800	488,500	606,010	-	-	-	61,166,730
225 EMPLOYERS' ACTIVITIES										
1996-97	3,255,312	340,970	419,120	-	-	30,390	-	1,759,925	-	5,805,717
1998-99	3,272,640	284,280	444,375	-	-	31,605	-	1,865,520	-	5,898,420
230 WORKERS' ACTIVITIES										
1996-97	9,325,328	735,594	597,160	-	-	40,841	-	5,555,840	-	16,254,763
1998-99	9,379,000	756,084	535,225	-	-	42,471	-	5,857,600	-	16,570,380
235 PUBLIC INFORMATION										
1996-97	3,468,864	175,930	1,987,087	22,193	339,344	249,659	-	-	-	6,243,077
1998-99	3,407,040	284,900	2,232,167	60,660	147,060	170,012	-	-	-	6,301,839
240 INTERNATIONAL RELATIONS										
1996-97	3,516,598	198,405	80,500	540,300	35,500	45,765	-	-	-	4,417,068
1998-99	3,524,470	208,565	80,500	580,620	35,500	46,025	-	-	-	4,475,680
245 ACTIVE PARTNERSHIP AND TECHNICAL COOPERATION										
1996-97	4,190,368	134,492	25,250	-	-	40,526	-	-	-	4,390,636
1998-99	3,728,160	67,600	20,200	-	-	29,938	-	-	-	3,845,898
250 FIELD PROGRAMMES IN AFRICA										
1996-97	31,192,048	1,843,110	146,300	3,285,500	481,670	306,960	-	5,060,911	79,500	42,395,999
1998-99	31,846,096	1,958,006	81,300	3,689,950	490,790	423,570	-	5,819,810	65,000	44,374,522
260 FIELD PROGRAMMES IN THE AMERICAS										
1996-97	26,740,972	1,783,120	153,700	3,536,270	416,400	233,700	-	4,539,000	-	37,403,162
1998-99	28,365,316	1,671,400	148,200	3,622,050	402,250	233,900	-	5,301,500	-	39,744,616

	1 STAFF COSTS	2 TRAVEL ON OFFICIAL BUSINESS	3 CONTRACTUAL SERVICES	4 GENERAL OPERATING EXPENSES	5 SUPPLIES AND MATERIALS	6 FURNITURE AND EQUIPMENT	7 ACQUISITION AND IMPROVEMENT OF PREMISES	8 FELLOWSHIP GRANTS AND FIELD PROJECTS	9 OTHER ITEMS	TOTAL
	265 FIELD PROGRAMMES IN ARAB STATES									
1996-97	6,353,936	431,640	143,700	224,000	33,880	126,000	-	1,185,350	-	8,498,506
1998-99	6,368,216	448,910	145,390	340,000	56,700	77,380	-	1,457,300	-	8,893,896
	270 FIELD PROGRAMMES IN ASIA AND THE PACIFIC									
1996-97	29,611,212	1,670,550	585,120	3,633,880	417,930	418,080	-	3,574,836	-	39,911,608
1998-99	32,264,396	1,851,880	618,605	3,541,633	499,225	592,250	-	4,217,780	-	43,585,769
	280 FIELD PROGRAMMES IN EUROPE AND CENTRAL ASIA									
1996-97	9,636,766	522,290	321,160	1,664,510	147,380	97,300	-	634,510	-	13,023,916
1998-99	10,397,986	555,500	363,400	1,652,430	154,900	126,100	-	736,200	-	13,986,516
	290 OTHER BUDGETARY PROVISIONS									
1996-97	1,549,144	4,200	13,940	840,130	-	-	9,653,541	10,381,925	3,516,130	25,959,010
1998-99	1,556,360	4,350	14,500	732,000	-	-	6,383,260	12,519,796	3,310,250	24,520,516
	ADJUSTMENT FOR STAFF TURNOVER									
1996-97	-4,674,111	-	-	-	-	-	-	-	-	-4,674,111
1998-99	-4,728,585	-	-	-	-	-	-	-	-	-4,728,585
	SUB TOTAL (PART I)									
1996-97	415,203,313	24,528,196	21,034,379	38,932,830	5,821,296	4,811,867	9,653,541	54,298,718	4,340,860	578,625,000
1998-99	405,731,689	22,361,399	21,575,541	39,430,316	5,701,205	5,065,304	6,383,260	57,858,306	4,097,980	568,205,000
	PART II. UNFORESEEN EXPENDITURE									
	295 UNFORESEEN EXPENDITURE									
1996-97	-	-	-	-	-	-	-	-	875,000	875,000
1998-99	-	-	-	-	-	-	-	-	875,000	875,000
	PART III. WORKING CAPITAL FUND									
	296 WORKING CAPITAL FUND									
1996-97	-	-	-	-	-	-	-	-	-	-
1998-99	-	-	-	-	-	-	-	-	-	-
1996-97	**TOTAL (PART I-III)**									
	415,203,313	24,528,196	21,034,379	38,932,830	5,821,296	4,811,867	9,653,541	54,298,718	5,215,860	579,500,000
1998-99	**TOTAL (PART I-III)**									
	405,731,689	22,361,399	21,575,541	39,430,316	5,701,205	5,065,304	6,383,260	57,858,306	4,972,980	569,080,000

Information annex No. 5

Breakdown by appropriation line and by main sources of funds

APPROPRIATION LINE		MAIN SOURCE OF FUNDS			
		REGULAR BUDGET	UNITED NATIONS SOURCES	ALL OTHER SOURCES	TOTAL
10 INTERNATIONAL LABOUR CONFERENCE	1996-97	15,815,671	-	-	15,815,671
	1998-99	13,056,486	-	-	13,056,486
20 GOVERNING BODY	1996-97	2,766,718	-	-	2,766,718
	1998-99	2,846,718	-	-	2,846,718
30 MAJOR REGIONAL MEETINGS	1996-97	3,253,264	-	-	3,253,264
	1998-99	860,000	-	-	860,000
40 GENERAL MANAGEMENT	1996-97	9,488,450	-	-	9,488,450
	1998-99	9,488,450	-	-	9,488,450
50 INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS	1996-97	23,808,796	43,140	-	23,851,936
	1998-99	23,215,612	57,556	-	23,273,168
60 EMPLOYMENT AND TRAINING	1996-97	28,190,425	10,588,908	30,633,000	69,412,333
	1998-99	27,900,352	12,712,720	24,484,000	65,097,072
65 ENTERPRISE AND COOPERATIVE DEVELOPMENT	1996-97	12,137,226	16,738,900	43,807,000	72,683,126
	1998-99	12,218,471	21,902,645	31,321,000	65,442,116
75 TURIN CENTRE	1996-97	5,130,000	-	-	5,130,000
	1998-99	5,130,000	-	-	5,130,000
80 INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION	1996-97	12,803,716	1,265,180	10,737,000	24,805,896
	1998-99	14,048,487	1,223,445	7,859,000	23,130,932
85 MULTINATIONAL ENTERPRISES AND SOCIAL POLICY	1996-97	1,302,629	-	-	1,302,629
	1998-99	1,302,629	-	-	1,302,629
90 WORKING CONDITIONS AND ENVIRONMENT	1996-97	20,384,037	2,080,385	18,819,000	41,283,422
	1998-99	19,541,985	3,251,243	23,793,000	46,586,228
100 SECTORAL ACTIVITIES	1996-97	17,672,696	422,148	6,638,000	24,732,844
	1998-99	14,019,957	990,085	4,929,000	19,939,042
110 SOCIAL SECURITY	1996-97	8,269,579	877,635	758,000	9,905,214
	1998-99	8,959,176	1,550,113	1,925,000	12,434,289
115 INTERNATIONAL SOCIAL SECURITY ASSOCIATION	1996-97	724,600	-	-	724,600
	1998-99	-	-	-	-
120 STATISTICS	1996-97	9,035,080	-	563,000	9,598,080
	1998-99	8,832,610	49,334	-	8,881,944
125 DEVELOPMENT POLICIES	1996-97	7,936,235	13,188,336	27,255,000	48,379,571
	1998-99	7,820,346	14,267,609	23,240,000	45,327,955
130 INTERNATIONAL INSTITUTE FOR LABOUR STUDIES	1996-97	6,021,750	-	-	6,021,750
	1998-99	5,921,750	-	-	5,921,750
140 EQUALITY FOR WOMEN	1996-97	871,013	-	-	871,013
	1998-99	1,310,781	-	-	1,310,781
145 INTERDEPARTMENTAL ACTIVITIES	1996-97	1,240,350	-	-	1,240,350
	1998-99	1,637,966	-	-	1,637,966
160 PERSONNEL	1996-97	18,751,715	4,322,166	1,530,532	24,604,413
	1998-99	19,105,164	3,061,178	1,565,872	23,732,214
170 FINANCIAL SERVICES	1996-97	15,406,385	2,987,591	-	18,393,976
	1998-99	14,943,914	2,593,966	-	17,537,880
175 INTERNAL ADMINISTRATION	1996-97	46,608,340	2,092,708	-	48,701,048
	1998-99	43,334,095	1,482,162	-	44,816,257
180 PUBLICATIONS	1996-97	9,238,340	-	4,954,236	14,192,576
	1998-99	7,269,336	-	5,140,245	12,409,581
185 INFORMATION TECHNOLOGY AND COMMUNICATIONS	1996-97	15,552,272	489,640	-	16,041,912
	1998-99	15,217,362	318,260	-	15,535,622
190 LIBRARY AND DOCUMENTATION	1996-97	9,571,250	-	-	9,571,250
	1998-99	9,466,560	-	-	9,466,560
200 PROGRAMMING AND MANAGEMENT	1996-97	6,356,931	453,408	169,344	6,979,683
	1998-99	6,010,225	294,710	169,344	6,474,279
210 LEGAL SERVICES	1996-97	3,224,768	-	169,344	3,394,112
	1998-99	3,224,768	-	169,344	3,394,112
220 RELATIONS, MEETINGS AND DOCUMENT SERVICES	1996-97	67,433,413	-	-	67,433,413
	1998-99	61,114,016	-	-	61,114,016
225 EMPLOYERS' ACTIVITIES	1996-97	5,805,717	173,561	2,090,000	8,069,278
	1998-99	5,758,652	106,891	2,000,000	7,865,543
230 WORKERS' ACTIVITIES	1996-97	16,254,763	912,312	12,700,000	29,867,075
	1998-99	16,141,703	879,452	11,581,000	28,602,155
235 PUBLIC INFORMATION	1996-97	6,243,077	-	-	6,243,077
	1998-99	6,196,077	-	-	6,196,077
240 INTERNATIONAL RELATIONS	1996-97	4,417,068	-	-	4,417,068
	1998-99	4,417,068	-	-	4,417,068

APPROPRIATION LINE		MAIN SOURCE OF FUNDS			
		REGULAR BUDGET	UNITED NATIONS SOURCES	ALL OTHER SOURCES	TOTAL
245 ACTIVE PARTNERSHIP AND TECHNICAL CO-OPERATION	1996-97	4,390,636	3,022,440	1,440,000	8,853,076
	1998-99	3,822,508	1,678,954	1,200,000	6,701,462
250 FIELD PROGRAMMES IN AFRICA	1996-97	42,395,999	2,120,160	-	44,516,159
	1998-99	42,904,475	2,646,370	-	45,550,845
260 FIELD PROGRAMMES IN THE AMERICAS	1996-97	37,403,162	985,060	72,000	38,460,222
	1998-99	37,806,625	1,098,372	72,000	38,976,997
265 FIELD PROGRAMMES IN ARAB STATES	1996-97	8,498,506	16,896	-	8,515,402
	1998-99	8,678,506	73,952	-	8,752,458
270 FIELD PROGRAMMES IN ASIA AND THE PACIFIC	1996-97	39,911,608	1,063,641	-	40,975,249
	1998-99	40,412,808	1,759,501	-	42,172,309
280 FIELD PROGRAMMES IN EUROPE AND CENTRAL ASIA	1996-97	13,023,916	341,510	532,000	13,897,426
	1998-99	13,743,370	831,466	532,000	15,106,836
290 OTHER BUDGETARY PROVISIONS	1996-97	25,959,010	-	495,752	26,454,762
	1998-99	23,915,153	-	495,752	24,410,905
ADJUSTMENT FOR STAFF TURNOVER	1996-97	(4,674,111)	-	-	(4,674,111)
	1998-99	(4,674,111)	-	-	(4,674,111)
295 UNFORESEEN EXPENDITURE	1996-97	875,000	-	-	875,000
	1998-99	875,000	-	-	875,000
296 WORKING CAPITAL FUND	1996-97	-	-	-	-
	1998-99	-	-	-	-
TOTAL	**1996-97**	**579,500,000**	**64,185,725**	**163,363,208**	**807,048,933**
TOTAL	**1998-99**	**557,795,050**	**72,829,984**	**140,476,557**	**771,101,591**

Information annex No. 6

Breakdown by means of action (at 1996-97 cost rates)

Classification by means of action

1. Resources for each technical programme are broken down in a separate budget table by means of action under each major programme. The standard classification of means of action comprises: *technical meetings; research; dissemination of information; standard-setting activities; technical advisory services; service and support of technical cooperation projects; regular budget field projects;* and *Management, General Service support and other activities.* These means of action are interrelated and the distinction between them is not always evident. Thus, it is often difficult to judge under which means of action a given activity should be shown. For example, a large proportion of the research proposed is for the preparation of reports for the Governing Body and evaluation studies; other research is designed to enable the Office to provide technical information or technical advisory services which in turn is closely linked to operational activities. The point at which one of these means of action turns into another is often difficult to determine and many activities imply several means of action in practice. The resources shown under each means of action are therefore purely indicative. Subject to this proviso, the definitions of the means of action are set out below.

Technical meetings

2. This heading covers the following types of meetings:

- *Sectoral meetings*: meetings recommended by the Committee on Sectoral and Technical Meetings and Related Issues.
- *Tripartite advisory meetings*: meetings attended by participants representing government, employer and worker circles with a view to advising the Governing Body on the development of future ILO programmes and policies which may command tripartite support in a given field.
- *Meetings of experts*: meetings attended by experts appointed in their individual capacity to advise the Office and the Governing Body on a well-defined technical subject.
- *Symposia*: meetings, the main purpose of which is to provide for an international exchange of views and experience rather than to reach agreed conclusions for consideration by the Governing Body.

Included under this heading are the direct costs (e.g. travel costs and allowances of delegates) of meetings financed by the regular budget as well as the costs involved in the preparation of the reports for the meeting, servicing the meeting and any administrative follow-up activities which may be necessary (including the records of the proceedings of the meeting). A list of all sectoral meetings, tripartite advisory meetings and meetings of experts appears in Information annex No. 9.

Research

3. This heading covers: research activities and evaluation studies (other than periodic, mid-term or terminal evaluations of specific technical cooperation projects which are included under Service and support of technical cooperation projects); studies leading to monographs, published by or on behalf of the ILO or articles in the *International Labour Review* or other technical journals; and preparation of, or contributions to, reports submitted to the Governing Body and its committees, reports for the Conference other than for the adoption or supervision of standards (including reports for general discussion), and reports for other organizations and inter-agency working groups.

Dissemination of information

4. This heading covers: compilation, analysis, translation and editing of current information for recurrent publications (e.g. *International Labour Review*); representing the ILO at meetings outside the Office; coordinating and/or liaising with other organizations; elaboration of new training techniques, teaching aids and teaching materials (including those specifically developed for technical cooperation projects); preparation of manuals and guidelines when this involves presenting and synthesizing existing material rather than undertaking research; and responding to ad hoc requests for information.

Standard-setting activities

5. This heading covers: all work related to the development, formulation, implementation, promotion and revision of ILO Conventions and Recommendations, ILO declarations and codes of practice and standards elaborated in collaboration with other organizations and endorsed by the ILO. This includes: the preparation of reports to the Governing Body on the questions proposed for standard-setting and the preparation of reports to the Conference on the items selected; technical analysis, in collaboration with major programme 50 (International labour standards and human rights), of periodic reports on Conventions and Recommendations and other work related to the formulation, implementation and revision of standards.

Technical advisory services

6. This heading covers: responding to ad hoc requests from ILO constituents or other organizations for technical advice in the ILO's field of competence; participation in the programming or evaluation missions of other organizations; and participation in educational activities both within the framework of ILO-sponsored projects or at the request of another institution or of ILO constituents.

Service and support of technical cooperation projects

7. This heading covers:

(a) *Programme planning and project formulation.* All activities leading to the development and financing

of technical cooperation projects, including the design and development of projects; negotiations and consultations with recipients and donors; and preparation of project documents.

(b) *Project implementation.* All activities of a technical or administrative nature required in support of the technical cooperation projects for which the Office has responsibility (e.g. technical supervision and evaluation, recruitment of experts, fellowships, equipment procurement, financial management).

Regular budget field projects

8. This heading covers operational activities including fellowships, operational equipment, seminars and study tours, and short-term expert assignments. The descriptions of RBTC-funded field projects contain only a general indication of the nature of these activities. Under the regular budget, some elements of the programme can be planned well in advance, but others are arranged much later, in the light of priority needs as they develop. Indicative figures for the distribution of RBTC credits are shown in the budget tables for the major programmes in the technical sector and for the regions. Further details of the proposed RBTC appropriations for all major programmes, at headquarters and in the field, are shown in Information annex No. 7.

Management, General Service support and other activities

9. This heading covers all the activities which do not correspond to any of the means of action described above. In particular it covers programme management and support and, in most programmes, General Service clerical and secretarial support.

Resource breakdown by means of action (at 1996-97 cost rates)

PROGRAMMES	TECHNICAL MEETINGS	RESEARCH	DISSEMIN OF INFOR-MATION	STANDARD-SETTING AC-TIVITIES	TECHNICAL COOPERATION ACTIVITIES			MANAGE-MENT, GS SUPPORT AND OTHER ACTIVITIES	TOTAL 1998-99
					ADVISORY SERVICES	SERVICE AND SUP-PORT	PROJECTS (INCL. RBTC)		
INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS									
050.10	-	-	-	822,144	-	-	101,744	1,479,712	2,403,600
050.20	1,122,298	-	-	5,023,350	2,097,438	-	260,000	1,027,008	9,530,094
050.30	-	-	-	2,630,304	538,080	-	220,000	652,128	4,040,512
050.40	-	-	-	2,141,800	717,704	-	230,000	797,568	3,887,072
050.50	-	-	-	2,719,346	-	-	42,800	592,188	3,354,334
TOTAL REGULAR BUDGET	**1,122,298**	**-**	**-**	**13,336,944**	**3,353,222**	**-**	**854,544**	**4,548,604**	**23,215,612**
TOTAL OTHER SOURCES	-	-	-	-	-	-	-	**57,556**	**57,556**
EMPLOYMENT AND TRAINING									
060.10	-	-	3,079,024	-	672,064	1,410,224	708,328	1,392,528	7,262,168
060.20	395,448	3,582,548	2,067,820	-	3,751,056	264,488	-	993,224	11,054,584
060.30	-	940,368	2,783,240	147,896	650,920	-	-	490,784	5,013,208
060.40	-	508,032	368,736	-	623,080	-	-	538,784	2,038,632
060.50	-	146,120	610,704	84,672	391,912	356,688	-	941,664	2,531,760
TOTAL REGULAR BUDGET	**395,448**	**5,177,068**	**8,909,524**	**232,568**	**6,089,032**	**2,031,400**	**708,328**	**4,356,984**	**27,900,352**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**35,566,000**	**1,630,720**	**37,196,720**
ENTERPRISE AND COOPERATIVE DEVELOPMENT									
065.10	196,448	289,344	56,448	-	331,120	84,672	655,308	945,987	2,559,327
065.20	-	1,670,664	380,328	-	2,103,112	571,192	-	1,639,288	6,364,584
065.30	-	-	89,672	94,672	458,360	94,672	-	314,112	1,051,488
065.40	-	199,344	374,064	-	747,376	169,344	-	752,944	2,243,072
TOTAL REGULAR BUDGET	**196,448**	**2,159,352**	**900,512**	**94,672**	**3,639,968**	**919,880**	**655,308**	**3,652,331**	**12,218,471**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**51,232,000**	**1,991,645**	**53,223,645**
INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION									
080.10	-	-	-	-	-	-	496,632	784,498	1,281,130
080.20	-	-	352,525	58,336	834,048	324,576	-	797,568	2,367,053
080.30	274,448	1,165,432	886,608	28,224	1,615,128	489,808	-	1,715,328	6,174,976
080.40	-	1,649,792	353,304	269,040	699,552	340,512	-	913,128	4,225,328
TOTAL REGULAR BUDGET	**274,448**	**2,815,224**	**1,592,437**	**355,600**	**3,148,728**	**1,154,896**	**496,632**	**4,210,522**	**14,048,487**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**8,548,000**	**534,445**	**9,082,445**
WORKING CONDITIONS AND ENVIRONMENT									
090.10	276,448	368,688	804,248	226,704	910,320	142,032	1,123,336	1,332,384	5,184,160
090.20	-	802,480	4,368,316	685,268	1,628,490	1,252,292	-	589,256	9,326,102
090.30	-	2,148,488	1,186,696	340,512	488,856	-	-	867,171	5,031,723
TOTAL REGULAR BUDGET	**276,448**	**3,319,656**	**6,359,260**	**1,252,484**	**3,027,666**	**1,394,324**	**1,123,336**	**2,788,811**	**19,541,985**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**25,420,000**	**1,624,243**	**27,044,243**
SECTORAL ACTIVITIES									
100.10	5,949,744	996,944	863,496	127,008	1,954,261	437,472	513,600	3,177,432	14,019,957
TOTAL REGULAR BUDGET	**5,949,744**	**996,944**	**863,496**	**127,008**	**1,954,261**	**437,472**	**513,600**	**3,177,432**	**14,019,957**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**5,712,000**	**207,085**	**5,919,085**

PROGRAMMES	TECHNICAL MEETINGS	RESEARCH	DISSEMIN OF INFOR-MATION	STANDARD-SETTING ACTIVITIES	TECHNICAL COOPERATION ACTIVITIES			MANAGE-MENT, GS SUPPORT AND OTHER ACTIVITIES	TOTAL 1998-99
					ADVISORY SERVICES	SERVICE AND SUP-PORT	PROJECTS (INCL RBTC)		
SOCIAL SECURITY									
110.10	-	1,365,804	3,579,984	398,988	1,315,708	338,688	367,660	1,592,344	8,959,176
TOTAL REGULAR BUDGET	-	**1,365,804**	**3,579,984**	**398,988**	**1,315,708**	**338,688**	**367,660**	**1,592,344**	**8,959,176**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**3,360,000**	**115,113**	**3,475,113**
STATISTICS									
120.10	291,672	260,800	4,844,786	1,797,504	790,224	156,600	85,600	605,424	8,832,610
TOTAL REGULAR BUDGET	**291,672**	**260,800**	**4,844,786**	**1,797,504**	**790,224**	**156,600**	**85,600**	**605,424**	**8,832,610**
TOTAL OTHER SOURCES	-	-	-	-	-	-	-	**49,334**	**49,334**
DEVELOPMENT POLICIES									
125.10	-	1,525,541	1,662,813	37,784	1,707,735	1,368,914	685,464	832,095	7,820,346
TOTAL REGULAR BUDGET	-	**1,525,541**	**1,662,813**	**37,784**	**1,707,735**	**1,368,914**	**685,464**	**832,095**	**7,820,346**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**35,924,000**	**1,583,609**	**37,507,609**
EMPLOYERS' ACTIVITIES									
225.10	159,000	-	-	-	1,474,944	1,295,504	1,759,925	1,069,279	5,758,652
TOTAL REGULAR BUDGET	**159,000**	-	-	-	**1,474,944**	**1,295,504**	**1,759,925**	**1,069,279**	**5,758,652**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**2,000,000**	**106,891**	**2,106,891**
WORKERS' ACTIVITIES									
230.10	2,595,520	78,336	1,551,674	-	2,523,520	379,529	4,490,340	4,522,784	16,141,703
TOTAL REGULAR BUDGET	**2,595,520**	**78,336**	**1,551,674**	-	**2,523,520**	**379,529**	**4,490,340**	**4,522,784**	**16,141,703**
TOTAL OTHER SOURCES	-	-	-	-	-	-	**12,000,000**	**460,452**	**12,460,452**

Information annex No. 7

RBTC appropriations by major programme (in constant 1996-97 dollars)

The table below compares the RBTC appropriations proposed for the biennium 1998-99 with the corresponding figures for the biennium 1996-97. RBTC resources in the regions will be used for field projects and to finance staff and non-staff costs of the 16 multidisciplinary advisory teams.

Major programme		1996-97 $	1998-99 $
50	International labour standards and human rights	1 068 180	854 544
60	Employment and training policies	885 410	708 328
65	Enterprise and cooperative development	819 135	655 308
80	Industrial relations and labour administration	620 790	496 632
90	Working conditions and environment	1 404 170	1 123 336
100	Sectoral activities	642 000	513 600
110	Social security	459 575	367 660
120	Statistics	107 000	85 600
125	Development policies	856 830	685 464
130	International Institute for Labour Studies	203 000	0
140	Equality for women	118 200	94 560
190	Library and documentation	104 690	0
200	Programming and management	74 900	0
225	Employers activities	1 759 925	1 759 925
230	Workers activities	4 490 340	4 490 340
250	*Field programmes in Africa*		
	Field projects (RBTC)	5 060 911	5 490 387
	6 multidisciplinary advisory teams (staff and non-staff costs)*	18 440 168	18 699 116
	Total Africa	23 501 079	24 189 503
260	*Field programmes in the Americas*		
	Field projects (RBTC)	2 996 000	3 374 945
	4 multidisciplinary advisory teams (staff and non-staff costs)	15 866 410	15 943 728
	CINTERFOR	1 543 000	1 543 000
	Total Americas	20 405 410	20 861 673
265	*Field programmes in Arab States*		
	Field projects (RBTC)	1 185 350	1 365 350
	1 multidisciplinary advisory team (staff and non-staff costs)	3 724 848	3 724 848
	Total Arab States	4 910 198	5 090 198
270	*Field programmes in Asia and the Pacific*		
	Field projects (RBTC)	3 574 836	3 979 036
	3 multidisciplinary advisory teams (staff and non-staff costs)	15 077 668	15 546 602
	Total Asia	18 652 504	19 525 638
280	*Field programmes in Europe*		
	Field projects	634 510	694 510
	2 multidisciplinary advisory teams (staff and non-staff costs)*	3 102 320	522 356
	Total Europe	3 736 830	5 906 866
Total RBTC		**84 820 166**	**87 409 175**

* One additional multidisciplinary advisory team has been added.

Information annex No. 8

Staff resources, in work years, by appropriation line

APPROPRIATION LINE	1998-99			1996-97			INCREASE/(DECREASE)		
	REGULAR BUDGET	OTHER SOURCES OF FUNDS	TOTAL	REGULAR BUDGET	OTHER SOURCES OF FUNDS	TOTAL	REGULAR BUDGET	OTHER SOURCES OF FUNDS	TOTAL
INTERNATIONAL LABOUR CONFERENCE	2/01	-	2/01	1/01	-	1/01	1/00	-	1/00
MAJOR REGIONAL MEETINGS	-	-	-	1/00	-	1/00	(1/00)	-	(1/00)
GENERAL MANAGEMENT	48/00	-	48/00	48/00	-	48/00	-	-	-
INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS	133/00	0/06	133/06	134/03	0/04	134/07	(1/03)	0/02	(1/01)
EMPLOYMENT AND TRAINING	153/07	8/02	161/09	157/01	13/10	170/11	(3/06)	(5/08)	(9/02)
ENTERPRISE AND COOPERATIVE DEVELOPMENT	68/06	13/00	81/06	68/08	17/04	86/00	(0/02)	(4/04)	(4/06)
INDUSTRIAL RELATIONS AND LABOUR ADMINISTRATION	82/01	3/03	85/04	73/06	3/10	77/04	8/07	(0/07)	8/00
MULTINATIONAL ENTERPRISES AND SOCIAL POLICY	8/00	-	8/00	8/00	-	8/00	-	-	-
WORKING CONDITIONS AND ENVIRONMENT	112/05	11/02	123/07	114/07	9/01	123/08	(2/02)	2/01	(0/01)
SECTORAL ACTIVITIES	62/00	-	62/00	71/00	0/08	71/08	(9/00)	(0/08)	(9/08)
SOCIAL SECURITY	51/00	0/08	51/08	48/00	0/03	48/03	3/00	0/05	3/05
STATISTICS	54/02	-	54/02	54/09	-	54/09	(0/07)	-	(0/07)
DEVELOPMENT POLICIES	43/04	8/09	52/01	41/01	12/08	53/09	2/03	(3/11)	(1/08)
EQUALITY FOR WOMEN	7/00	-	7/00	4/00	-	4/00	3/00	-	3/00
INTERDEPARTMENTAL ACTIVITIES	1/11	-	1/11	6/04	-	6/04	(4/05)	-	(4/05)
PERSONNEL	108/04	29/07	137/11	107/06	38/02	145/08	0/10	(8/07)	(7/09)
FINANCIAL SERVICES	105/07	21/02	126/09	109/04	23/08	133/00	(3/09)	(2/06)	(6/03)
INTERNAL ADMINISTRATION	196/00	9/00	205/00	214/00	15/06	229/06	(18/00)	(6/06)	(24/06)
PUBLICATIONS	38/00	39/00	77/00	50/00	50/06	100/06	(12/00)	(11/06)	(23/06)
INFORMATION TECHNOLOGY AND COMMUNICATIONS	78/00	-	78/00	78/00	3/00	81/00	-	(3/00)	(3/00)
LIBRARY AND DOCUMENTATION	53/06	-	53/06	53/06	-	53/06	-	-	-
PROGRAMMING AND MANAGEMENT	35/08	3/04	39/00	38/00	4/00	42/00	(2/04)	(0/08)	(3/00)
LEGAL SERVICES	19/00	1/00	20/00	19/00	1/00	20/00	-	-	-
RELATIONS, MEETINGS AND DOCUMENT SERVICES	366/01	-	366/01	405/00	-	405/00	(38/11)	-	(38/11)
EMPLOYERS' ACTIVITIES	21/00	0/11	21/11	21/00	1/06	22/06	-	(0/07)	(0/07)
WORKERS' ACTIVITIES	60/06	2/00	62/06	60/06	3/02	63/08	-	(1/02)	(1/02)
PUBLIC INFORMATION	24/00	-	24/00	25/00	-	25/00	(1/00)	-	(1/00)
INTERNATIONAL RELATIONS	28/00	-	28/00	28/00	-	28/00	-	-	-
ACTIVE PARTNERSHIP AND TECHNICAL COOPERATION	24/00	10/00	34/00	28/10	19/00	47/10	(4/10)	(9/00)	(13/10)
FIELD PROGRAMMES IN AFRICA	458/00	56/00	514/00	447/00	39/00	486/00	11/00	17/00	28/00
FIELD PROGRAMMES IN THE AMERICAS	299/10	24/00	323/10	299/10	28/00	327/10	-	(4/00)	(4/00)
FIELD PROGRAMMES IN ARAB STATES	73/01	0/04	73/05	73/01	-	73/01	-	0/04	0/04
FIELD PROGRAMMES IN ASIA AND THE PACIFIC	419/03	51/00	470/03	400/03	51/00	451/03	19/00	-	19/00
FIELD PROGRAMMES IN EUROPE AND CENTRAL ASIA	101/00	11/00	112/00	95/00	11/00	106/00	6/00	-	6/00
OTHER BUDGETARY PROVISIONS	10/03	4/01	14/04	10/03	4/01	14/04	-	-	-
TOTAL	**3346/02**	**307/11**	**3654/01**	**3394/05**	**350/07**	**3745/00**	**(48/03)**	**(42/08)**	**(90/11)**

	REGULAR BUDGET		OTHER SOURCES OF FUNDS		TOTAL	
	P	G	P	G	P	G
1996-97	1429/08	1964/09	87/09	262/10	1517/05	2227/07
1998-99	1420/06	1925/08	72/11	235/00	1493/05	2160/08

Information annex No. 9

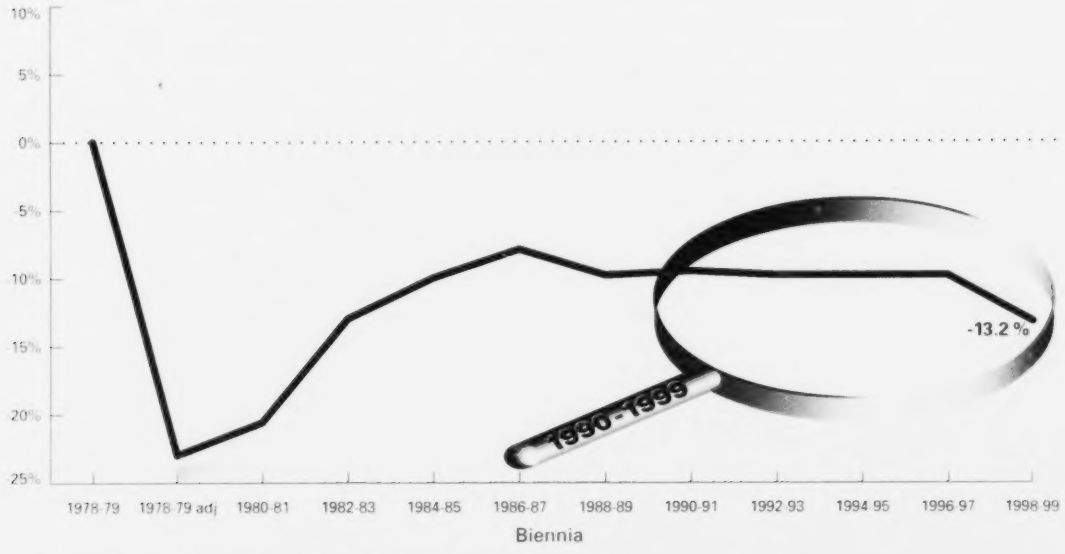
Schedule of meetings for the biennium 1998-99

Programme	Title	Estimated direct cost (in US dollars)
	A. Major advisory meetings	
30	*Major regional meetings*	
	American regional meeting (Lima)	400 000
	African regional meeting (Abidjan)	460 000
100	*Sectoral meetings*	3 245 000
	Chemical industries: Voluntary initiatives affecting training and education on safety, health and environment	
	Commerce: Human resource implications of globalization and restructuring in commerce	
	Food, drink and tobacco: Technology and employment in the food and drink industries	
	Health services: Terms of employment and working conditions in health sector reforms	
	Maritime, ports, fisheries and inland waterways: Safety and health in the fishing industry	
	Mechanical and electrical engineering: The impact of flexible labour market arrangements in the machinery, electrical and electronic industries	
	Mining (coal mines and other mines): Social and labour issues in small-scale mines	
	Oil and gas production and oil refining: Employment and industrial relations issues in oil refining	
	Postal and other communication services: The human resources dimension of structural and regulatory changes and globalization in postal and telecommunications services	
	Public service: Human resource development in the public service in the context of structural adjustment and transition	
	Transport (including civil aviation, railways and road transport): The social and labour consequences of technological developments, deregulation and privatization of transport	
	Utilities: Managing the privatization and restructuring of public utilities	
	B. Other meetings	
50.2	Committee of Experts on the Application of Conventions and Recommendations (two meetings)	523 731
60.2	International Consultation on Follow-up to the World Summit for Social Development	289 000
80.3	Tripartite Meeting of EPZ-operating Countries	168 000
90.1	Meeting of Experts on Labour Inspection and Child Labour	170 000
120	Sixteenth International Conference of Labour Statisticians	51 000
120	Meeting of Experts on Labour Statistics: Occupational Injuries	96 000
225	International Symposium on the Future of Employers Organizations	119 000
230	International Symposium on Trade Unions and the Informal Sector	153 000

Information annex No. 10

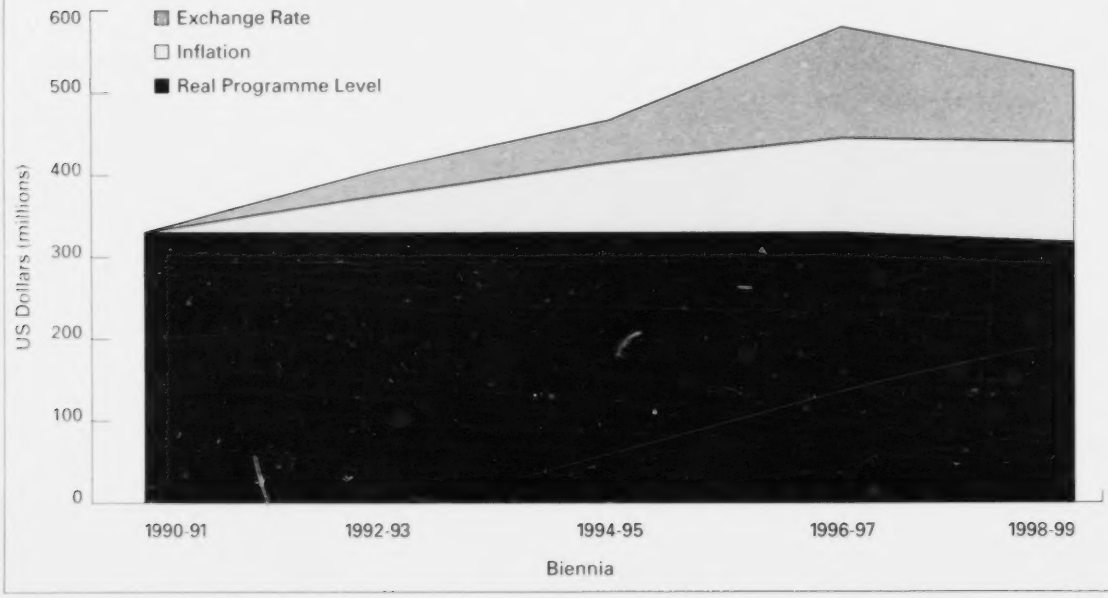
Illustrative charts concerning proposed resource levels

1. Real[1] programme decline (1978-99)
(Zero base is 1978-79 approved programme and budget)

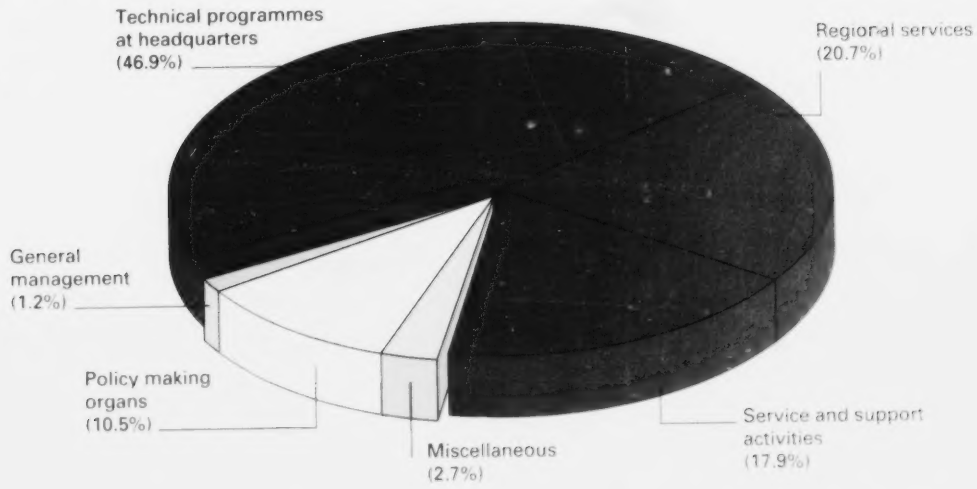


[1] In constant 1978-79 dollars ie. excluding inflation and exchange rate adjustments.

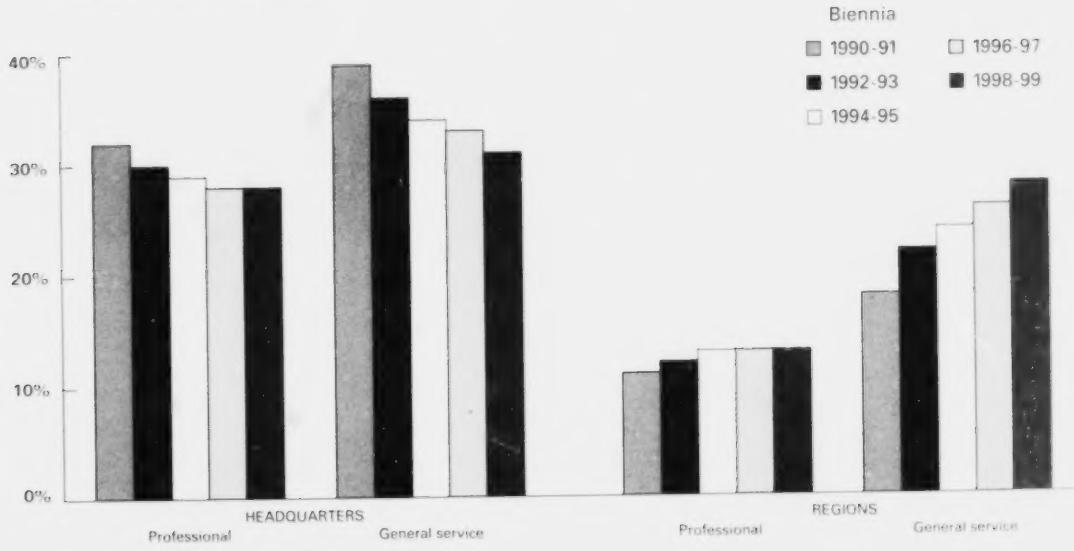
2. Effect of exchange rates and inflation (1990-99)



3. Resource distribution 1998-99
All sources of funds



4. Trend in distribution of work years between headquarters and the regions
Regular budget and other sources of funds[1]



[1] Extra-budgetary technical cooperation personnel are excluded

Price: 32.50 Swiss francs
ISBN 92-2-109885-0